Systems Unit

Electronic Claims Submission Operating Procedures Manual

LIBRARY REFERENCE NUMBER: CLEL10006 REVISION DATE: July 2001 VERSION 2.3

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INDIANA HEALTH COVERAGE PROGRAMS

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Address any comments concerning the contents of this manual to:

EDS Document Management Unit
950 North Meridian Street, 10th Floor
Indianapolis, IN 46204
Fax: (317) 488-5169

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Table of Contents

Section 1: Introduction

Overview

The responsibilities of the Electronic Claims Unit include the following:

- Monitoring claim activity on Sun5
- Updating weekly stub files
- Assigning login ids to enrolled providers
- Requeing reports for providers
- Testing vendor software
- Activating providers for electronic remittance

The *Electronic Claims Submission Operating Procedures Manual* is used by the Electronic Claims Unit to perform daily tasks.

This manual is used in conjunction with employee training when additional staff is acquired.

It is assumed that the electronic claims submission (ECS) representative has a working knowledge of UNIX, Mircrosoft Word, and Microsoft Excel.

Section 2: Monitor SUN5 Console

Process Summary

This section provides steps for monitoring the SUN5 console in the Operations Unit for ECS problems.

Additional Information

Monitoring the Sun5 console is a critical part of the ECS success. The operators have been informed to check the console periodically through the day for any errors. This procedure is performed by the Operations Unit staff.

Process Steps

1. View the Sun5 console, in the Operations Unit.
2. Check for key words or phrases that signify a problem. The key words are listed below:

- CLAIM CYCLE Process Terminated due to ◊ PROBLEM ENCOUNTERED at Date/Time
- CC_STOP process error (Refer to *Section 7*)
- TAPE REPORT error (Refer to *Section 6)*
- PROVIDER LOAD error (Refer to *Section 8)*

3. If any of these messages display, refer to the work instruction listed for the appropriate error.

Section 3: Monitoring SUN5 Disk Space

Process Summary

This section provides steps necessary to verify the amount of disk space being used on SUN5.

Additional Information

Monitoring of SUN5 disk space is very important in the ECS arena. An alarm sounds to notify Plano if capacity exceeds 90%. Failure to monitor SUN5 disk space could lead to 100 percent capacity of SUN5, and results in a system overload. If the system overloads, users cannot submit claims or retrieve files.

Process Steps

1. Logon to SUN5
2. Type in **cd /ecs**
3. Type in **df .** and the following displays:

```
Filesystem          kbytes    used       avail     capacity   Mounted on
/dev/md/dsk/d20     1885422   1557027    271833    86%        /opt
```

4. View capacity. It should always be under 90 percent.
5. If capacity exceeds 90 percent, refer to *Section 11, Compressing Files to Accommodate More Disk Space* and *Section12, Deleting Files to Accommodate Disk Space* for SUN5 clean up.

Section 4: Monitoring Front End Claim Processing

Process Summary

This section provides steps to verify that the front-end claim processing cycle is actively running.

Additional Information

Failure to monitor the front-end claim processing can result in unprocessed claim files.

Process Steps

1. Logon to SUN5
2. From any directory type in **statlog**
   - The Statlog command provides a list of claim files that have been transmitted.
   - This process must be performed periodically throughout the day.
3. Look for key words like *Error Processing Claim File*
4. From any directory type in **lmore**
   - The lmore command displays any claim files that have been received, but not yet processed.
   - This process must be performed periodically throughout the day.
5. Continue to repeat Step 4 to determine if the number of claims files is increasing, decreasing, or until all claims files are processed.
6. If the number of claim files is increasing, determine whether or not the *clmcycle* is running by issuing the following command (from any directory): Type in **ps -aef|grep clmcycle**
   - If the *clmcycle* program IS running, the results of this command looks similar to the following:

```
dsibecs 13432     1 29 12:00:22 ?      1:36 /opt/usr1/clmcycle/ubin/clmcycle

dsibecs 19639 21090  5 13:19:03 pts/5    0:00 grep clmcycle
```

- If the *clmcycle* program is NOT running, the results of this command looks similar to the following:

```
dsibecs 19639 21090  5 13:19:03 pts/5    0:00 grep clmcycle
```

7. If the *clmcycle* program is NOT running, refer to one of the following sections:

   Section 6 – Claim Cyle Failure due to Invalid Sender ID

   Section 7 – Claim Cycle Failure due to cc_cycle.ss trying to execute

   Section 8 – Claim Cycle Failure due to Corrupt Data File

Section 5: Monitoring Modem Activity

Process Summary

This section provides the steps necessary to monitor modem activity.

Additional Information

This process is monitored by the system administrator. Failure to monitor modems results in unsuccessful attempts to transmit claim files.

Process Steps

1. Logon to SUN5
2. From any directory, type in **finger**
    - The finger command provides a list of users currently logged in to the system.
    - The process must be performed periodically throughout the day.
3. If there is an extended period of time during a regular weekday when there are no users transmitting or receiving, contact the system administrator to check modem activity.

Section 6: Claim Cycle Failure due to Invalid Sender ID

Process Summary

The problem occurs when the ecstape program cannot find a match in the *sndrid.file* for the sender ID identified in the *claim.rpt file*. Typically, this is because a tape, diskette, or cartridge is read in with the wrong sender ID.

Additional Information

A program runs in the *cc_cycle.ss* script that takes *cron hour to date* report data and formats it into report files that are printed at 16:30 for tape, diskette, or cartridge billers. The program */usr1/clmcycle/ubin/ecstape* takes the *claim.rpt /ecs/data/claim.rpt file,* formats it into a report, and prints a mailing address on the report. To get the mailing address, the *ecstape* program gets the sender ID out of the *claim.rpt* file and then goes to the */usr1/clmcycle/control/sndrid.file* to obtain the address.

Process Steps

LOG IN AS DSIBECS WHEN PERFORMING ANY OF THESE INSTRUCTIONS!

1. Type in **su dsibecs** and press **Enter** The monitor displays:

```
Password:
```

2. Type in the password and press **Enter**. The monitor displays:

```
Sun Microsystems Inc.    SunOS 5.3     Generic September 1993

Welcome to dsibsun5.     UNAUTHORIZED USE IS PROHIBITED.

             155 dsibsun5 /$
```

3. Call the Operations Unit and ask the operator to view the SUN5 or SUN4 console for an error message. If the claim cycle fails due to an invalid sender ID, the following message displays:

```
ECSCLAIM CYCLE Process terminated due to TAPE REPORT error

Sender XXXX not found (XXXX refers to the user's sender id)
```

4. Determine the correct sender ID. The problem may be obvious. The operator may have made a simple typographical error, for example, the sender ID 1630 may have been entered in as 1603. Listed below are suggestions for identifying the error:

   a. Ask the operator what tape, diskette, or cartridge was read in with sender ID XXXX. A log tracks all tapes or diskettes by sender ID, company name, claim type, and record count. Determine the company name and locate the actual sender ID from the master sender ID file.

   b. Find the claim file in the appropriate, */ecs/backups* directory. View the file to find a company name and locate the actual sender ID from the master sender ID file.

   c. A sender record may not have been entered in the *sndrid.*file for this particular sender. If this is the case, add the new sender record to the file. Refer to *Section 27* instructions and skip directly to Step 4.

5. Correct the erroneous sender ID in the *claim.rpt* file. Before trying any of the following actions, make sure that the cc_cycle.ss cron job is not about to run. The *cron* job runs at 8:00, 10:00, 12:00, 2:00, and 4:30. If it is time for the job to run, temporarily suspend the cron job, using the following steps:

   a. Edit the *crontab*

      Type in **crontab –e** and press **Enter**

   b. In the *vi editor* session, locate the following lines:

```
0 8,10,12,14 * * 1-5 /usr1/clmcycle/jobs/cc_cycle.ss > /dev/null

30 16 * * 1-5 /usr1/clmcycle/jobs/cc_cycle.ss nit > /dev/null
```

   c. Comment out those lines by putting a # in the first position on the appropriate line:

```
#0 8,10,12,14 * * 1-5 /usr1/clmcycle/jobs/cc_cycle.ss > /dev/null

#30 16 * * 1-5 /usr1/clmcycle/jobs/cc_cycle.ss nit > /dev/null
```

6. Once the *cron* job has been suspended, or it has been determined that there is time, the sender ID must be corrected in the claim.rpt file and the claim.tap file cleaned up.

   a. Type in **vi claim.rpt** (*/ecs/data/claim.rpt*) file. Search for the erroneous sender ID. It should appear two times in the file, once

following an *S* record and once following a *T* record. The *S* record is the sender record and the *T* record is the trailer record. The *claim.rpt* file displays as follows:

```
S1630     KMART CORPORATION 1904050896T1L2DRUG000000000

P100311010A0000001000000039515000000100000000000000000

P100299790A0000020600000701081000002060000000000000000

R1003023801017884535 99HUDGE   R   042196    0000001120717173   208000000

R1003023801018883668 99SCHRO   S   042696    0000009900718218   208000000

P100299310A0000000200000006331000000020000000000000000

T1630     000017180000170200005368263000016870000001500000000
```

b. Correct the sender ID and save the file by pressing **shift ZZ**.

```
S1603      KMART CORPORATION                 1904050896T1L2DRUG000000000

P100311010A0000001000000039515000000100000000000000000

P100299790A0000020600000701081000002060000000000000000

R1003023801017884535 99HUDGE   R   042196    0000001120717173   208000000

R1003023801018883668 99SCHRO   S   042696    0000009900718218   208000000

P100299310A0000000200000006331000000020000000000000000

T1603      000017180000170200005368263000016870000001500000000
```

7. Clean up the current *claim.tap* (*/ecs/data/claim.tap*) file. The *claim.tap* file contains only the reports for tape or diskette users. The *ecstape* program abended trying to write an address to the *claim.tap*. Because of this some tape, diskette, or cartridge files have probably already processed correctly. It is necessary to delete anything that has already been run during the affected *cron* period so that the *ecstape* program can run again from the top.

   It can be determined what time the program failed by looking at the *Run Time* on the *claim.tap* file. To do this, type in **vi claim.tap** and go to the bottom of the file by pressing **shift G**. The address should be at the bottom of the file. If the address does not appear, page up until the Run Time is found on the report header.

   The *Biller Summary Report* gets mailed to the address on the *sndrid*.file.

Tapes are returned to the address on the external label. If a tape is not labeled, it goes back to name on the internal label. This is done by the Operations Unit using the fdump process. Internal and external labels should match.

```
RPT:   ECC-0001-D   Indiana Title XIX              Run Date: 05/16/96

PGM:   ECSTAPE      Electronic Claims Submission   Run Time: 02:00 PM

                          Biller Summary Report

(1630)

                                          Submission Time: 12:45 PM 05/15/96

Provider Number: 10047610A

                                          Provider Level Errors: 902 409 000
```

In this example, the Run Time is 2:00 PM. This means that all report data generated with a Run Time of 2:00 PM must be deleted. To delete the report data, go to the top of the file and search for the first occurrence of a Run Time of 2:00. Position the cursor on the ^L character that immediately precedes the time stamp. Delete to the bottom of the file by pressing **shift G** and save the file by pressing **shift ZZ**.

8. Re-run the *cc_cycle.ss* script. Type in **cd /usr1/clmcycle/jobs** The display reads as follows:

   ```
   38509 dsibsun5 /usr1/clmcycle/jobs$
   ```

9. Type in **cc_cycle.ss**

   Note: If the failure happens to be in the 16:30 (4:30pm) cron job run the script as follows:

10. Type in **cd /usr1/clmcycle/jobs** The display reads as follows:

    ```
    38509 dsibsun5 /usr1/clmcycle/jobs$
    ```

    Type in **cc_cycle.ss nit**

11. Confirm that the *fix* worked. If the *cc_cycle.ss* script completed successfully and returned a command prompt, the modification was successful. View the claim.tap file to confirm that a report was written for a previously erroneous sender.

12. **VERY IMPORTANT**! If the cron jobs were commented out at the beginning of Step 5c, the comment symbols # must be removed so the *cc_cycle.ss* script can run as usual.

Section 7: Claim Cycle Failure due to cc_cycle.ss Trying to Execute

Process Summary

The first thing the *cc_cycle*.ss script tries to do after it kicks off is to bring DOWN the clmcycle program. It does NOT bring the *clmcycle* program down if it is in the middle of processing a claim file. Most files are small enough and the *clmcycle* process is fast enough that the process is stopped within the retry window. However, there are files that are large enough and require enough processing time to exceed the retry limits. If this is the case, the script fails and the clmcycle program does not come down until AFTER the given file has completed processing.

Additional Information

The script tries up to 21 times to bring the *clmcycle* program down.

Process Steps

LOG IN AS DSIBECS WHEN PERFORMING ANY OF THE INSTRUCTIONS!

1. Type in **su dsibecs** and the following displays:

```
Password:
```

Type in the appropriate password and the following displays:

```
Sun Microsystems Inc.   SunOS 5.3          Generic September 1993

Welcome to dsibsun5.    UNAUTHORIZED USE IS PROHIBITED.

155 dsibsun5 /$
```

2. Determine if the *clmcycle* is running by issuing the following command (from any directory):

Type in **ps -aef|grep clmcycle**

- If the *clmcycle* program *is* running, the results of this command look similar to the following:

```
dsibecs 13432   1 29 12:00:22 ?   1:36 /opt/usr1/clmcycle/ubin/clmcycle
```

```
dsibecs 19639 21090   5 13:19:03 pts/5  0:00 grep clmcycle
```

If the *clmcycle* program is *not* running, the results of this command look similar to the following:

```
dsibecs 19639 21090   5 13:19:03 pts/5  0:00 grep clmcycle
```

3. Call Operations and ask an operator to check the SUN5 or SUN4 console for an error message. If this is the problem, the following message displays:

```
Thu May 16 15:28:22 EST 1996: Stopping clmcycle . . .

Thu May 16 15:28:25 EST 1996: Waiting for clmcycle to come down--Retry #1

Thu May 16 15:28:30 EST 1996: Waiting for clmcycle to come down--Retry #2

Thu May 16 15:28:30 EST 1996: Waiting for clmcycle to come down--Retry #21

Thu May 16 15:28:35 EST 1996: clmcycle WOULD NOT COME DOWN

ECSCLAIM CYCLE Process terminated due to CC_STOP error
```

4. Re-run the *cc_cycle*.ss script to restart the *clmcycle* program. To re-run the script.

   Type in **cd /usr1/clmcycle/jobs**

   From the */usr1/clmcycle/jobs* directory, type in **cc_cycle.ss**
   If the failure happens to be in the 16:30 (4:30pm) cron job, run the script as follows:

   Type in **cd /usr1/clmcycle/jobs**

   From the */usr1/clmcycle/jobs* directory, type in **cc_cycle.ss nit**

5. To exit from *dsibecs* type in **exit** (case sensitive, use lower case).

Section 8: Claim Cycle Failure due to Corrupt Data File

Process Summary

If the issues identified in *Section 6* and *Section 7* are not the cause of the claim cycle fail, refer to this section. The clmcycle program performs various edits on claim files to ensure that the data contained in the file is in the correct format for entry into Indiana*AIM*.

Additional Information

The *clmcycle* program reformats incoming claim data to the format recognized by Indiana*AIM*. Most corrupt data problems result in errors being reported back to the original sender through the *Biller Summary Report*. However, there are circumstances that can cause the *clmcycle* program to abend. If this occurs, the file that caused the problem must be identified and removed from its respective */ecs/claims* directory.

Process Steps

LOG IN AS DSIBECS WHEN PERFORMING ANY OF THE INSTRUCTIONS!

1. Type in **su dsibecs** and the following displays:

```
Password:
```

2. Type in the appropriate password and the following displays:

```
Sun Microsystems Inc.   SunOS 5.3    Generic September 1993

Welcome to dsibsun5.    UNAUTHORIZED USE IS PROHIBITED.

155 dsibsun5 /$
```

3. Determine if the *clmcycle* is running by issuing the following command from any directory:

   Type in **ps -aef|grep clmcycle**

   If the *clmcycle* program is running, the results of the command look similar to the following:

```
dsibecs 13432   1 29 12:00:22 ?     1:36 /opt/usr1/clmcycle/ubin/clmcycle
```

```
dsibecs 19639 21090   5 13:19:03 pts/5   0:00 grep clmcycle
```

If the *clmcycle* program is *not* running, the results of the command look similar to the following:

```
dsibecs 19639 21090   5 13:19:03 pts/5   0:00 grep clmcycle
```

4. Determine which file is causing the problem by using one of the following processes:

   a. Type in **cd /usr1/clmcycle/ubin**

   From the *usr1/clmcycle/ubin* directory type in **clmcycle once**

   When the *clmcycle* program hits the bad claim file, the program abends. The following message displays:

   ```
   Segmentation Fault(coredump)
   ```

   ```
   Error processing 990a1212.137 (the name of the file is the sender id followed by the time stamp.julian date)
   ```

   Sometimes the name of the file that encountered the problem displays. In that case, move that file from the respective */ecs/claims* directory to the */usr1/test* directory. The *clmcycle* program may not abend again after it is restarted. If the command prompt returns after running **clmcycle once**, the program did not abend again; therefore, skip directly to Step 4. In most cases, however, only the Segmentation Fault (coredump) message is displayed. If this is the case:

   b. Check the oldest file in each of the */ecs/claims* directories for corrupt entries. Files are processed chronologically from oldest to newest within directories. The oldest file can be determined by typing **l -t** (lower case letter L, space, minus sign, lower case t) at the command line in the appropriate directory. The oldest file is displayed last. Running the *clmcycle once* command processes the input directories in a particular order.

   c. View the oldest file to look for data corruption. Following is the most common example and represents a single record in a single file.

   ```
   Z000002000003000011000120117      40A058
   ```

   If this is the case, move the appropriate file from the */ecs/claims* directory to the */usr1/test* directory.

Type in **cd /ecs/claims/asyn** or the appropriate method of submission

Then type in **mv (name of file) /usr1/test.** Use the correct name of file.

4. To start the *clmcycle* program type in **cd /usr1/clmcycle/jobs**

   From the */usr1/clmycle/jobs* directory, type in **cc_start**

5. To verify that claim files are continuing to process by watching output files being created in the */ecs/data/send/prod* directory, type in **cd /ecs/data/send/prod**

   From the */ecs/data/send/prod* directory, type in **: l *.***

   A list of output files displays. The number of output files should increase. To determine if the *clmcycle* is actually running, type in **ps -aef|grep clmcycle**

6. To exit from dsibecs type in **exit .**

Section 9: Updating the NDC Stub File

Process Summary

The process of loading a stub file of National Drug Codes (NDCs) for front end ECS claim processing requires some manual intervention. These instructions explain the automated process and the manual process required to successfully load the NDC stub file.

Additional Information

This procedure is performed the first Friday of every month. The *REFJW910* job runs on SUN2 on the weekend to create the NDC stub file. Typically, NDC stub file changes are only made as a result of a monthly update file. The file is copied to the *$PRODDIR/ops* directory. The first step is to ftp that file into the */usr1/clmcycle/masters* directory.

Process Steps

LOG IN AS DSIBECS WHEN PERFORMING ANY OF THE INSTRUCTIONS!

1. Type in **su dsibecs** and the following displays:

   ```
   Password:
   ```

   Type in the appropriate password:

```
Sun Microsystems Inc.   SunOS 5.3   Generic September 1993

Welcome to dsibsun5.      UNAUTHORIZED USE IS PROHIBITED.

155 dsibsun5 /$
```

2. To obtain the NDC Stub File perform the steps below.

   Type in **cd /usr1/clmcycle/masters**

   From the */usr1/clmcycle/masters* directory, type in **ftp dsibsun2.**

   The following displays:

```
Connected to dsibsun2.

220 dsibsun2 FTP server (UNIX(r) System V Release 4.0) ready.
```

```
Name (dsibsun2:alexacp):  (press enter)
331 Password required for alexacp
Password:  ( Type in Password )
```

The following displays:

```
230 User alexacp logged in.
ftp>
```

At the ftp prompt, type in **cd /export/customer/dsib/prod/ops** and the following displays:

```
250 CWD command successful.
```

Type in **get drugstub.dat**. This file contains the NDC. The following displays:

```
200 PORT command successful.
150 ASCII data connection for drugstub.dat (199.42.137.69,60963) (596964 bytes).
226 ASCII Transfer complete.
local: drugstub.dat remote: drugstub.dat
646711 bytes received in 2.1 seconds (3.1e+02 Kbytes/s)
ftp>
```

Type in **bye** and the following displays:

```
221 Goodbye.
```

3. The file *drugstub.dat* is now in the */usr1/clmcycle/masters* directory on Sun5. Once the file is successfully transferred, it must be renamed.

   From the */usr1/clmcycle/masters* directory, type in **mv drugstub.dat claim.ndc** and the following displays:

   ```
   mv: overwrite claim.ndc (y/n)?
   ```

   Type in **y**

4. Change the permissions on the file to *rw-rw-rw- (666)*.

   Type in **chmod 666 claim.ndc**

5. The automated process takes over. The script */usr1/clmcycle/jobs/cc_cycle.ss* runs at 08:00, 10:00, 12:00, 14:00, and 16:30 daily, Monday through Friday. This script contains logic that determines if a new NDC stub file is available for loading. It loads the new file and makes a backup copy.

6. To exit from dsibecs, type in **exit**

Section 10: Updating Provider Stub File

Process Summary

The process of loading a stub file of provider numbers for front end ECS claim processing requires some manual intervention. This section explains the automated process and the manual processes required to successfully load the provider stub file.

Additional Information

This procedure is performed every Monday morning or the first business day of the week. The job, *CLMJO901* runs on SUN2 at 06:00 am Monday through Friday to create the *provider stub* file. The file is copied to the *$PRODDIR/ops* directory. The first step is to ftp that file into the */usr1/clmcycle/masters* directory on SUN5.

Process Steps

LOG IN AS DSIBECS WHEN PERFORMING ANY OF THE INSTRUCTIONS!

1. Type in **su dsibecs** and the following displays:

   ```
   Password:
   ```

   Type in the appropriate password and the following displays:

```
Sun Microsystems Inc.   SunOS 5.3    Generic September 1993

Welcome to dsibsun5.    UNAUTHORIZED USE IS PROHIBITED.

155 dsibsun5 /$
```

2. Obtain the Provider stub file by performing the step below:

   Type in **cd /usr1/clmcycle/masters**

   From the /usr1/clmcycle/masters directory, type in **ftp dsibsun2** and the following displays:

```
Connected to dsibsun2.

220 dsibsun2 FTP server (UNIX(r) System V Release 4.0) ready.

Name (dsibsun2:alexacp):  ( press enter )
```

```
331 Password required for alexacp.
Password:   ( enter password )
```

The following displays:

```
230 User logged in.
ftp>
```

Type in **cd /export/customer/dsib/prod/ops** and the following displays:

```
250 CWD command successful.
ftp>
```

Type in **get prvstub.dat**, this file contains the *provider stub* file. The following displays:

```
200 PORT command successful.
150 ASCII data connection for prvstub.dat (199.42.137.69,60963) (596964 bytes).
226 ASCII Transfer complete.
local: prvstub.dat remote: prvstub.dat
646711 bytes received in 2.1 seconds (3.1e+02 Kbytes/s)
ftp>
```

Type in **bye** and the following displays:

```
221 Goodbye.
```

3. Now the file needs to be renamed to *claim.prv*. Check the size of the *prvstub.dat* file. It must be larger than the size of the *claim.prv* file.

   Type in **mv prvstub.dat claim.prv**

   The following displays:

   ```
   mv: overwrite claim.prv (y/n)?
   ```

4. Type in **y**. Change the permissions on the *claim.prv* file to *rw-rw-rw- (666)*.

   Type in **chmod 666 claim.prv**

5. To exit from *dsibecs* type in **exit**

6. The automated process takes over. The script */usr1/clmcycle/jobs/cc_cycle.ss* runs at 08:00, 10:00, 12:00, 14:00, and 16:30 daily, Monday through Friday. This script contains logic that identifies if a new provider stub file is available for loading. It loads the new file and makes a backup copy.

Section 11: Compressing Files to Accomodate More Disk Space

Process Summary

As reference in *Section 3* there are certain times when it is necessary to do SUN5 clean up. This process actually recovers needed space on SUN5. The compression part of clean up pertains to all files located off of the /ecs directory.

Additional Information

SUN5 disk space is monitored on a daily basis in an attempt to avoid reaching space capacity. However, there are times when a massive amount of disk space is used unexpectedly. There is a script that runs nightly to automatically compress and backup files that are over a certain number of days old .

Process Steps

1. Type in **cd /ecs**

   From the *ecs* directory, type in **df**.

   The following displays:

```
Filesystem          Kbytes     used       avail      capacity   Mounted on
/dev/md/dsk/d20     1948013    802334     950879     46%        /opt
```

2. If capacity is 80 percent or higher, SUN5 clean up is needed.

LOG IN AS DSIBECS WHEN PERFORMING ANY OF THE INSTRUCTIONS!

3. Type in **su dsibecs** and the following displays:

```
Password:
```

   Type in the appropriate password.

   The following displays:

```
Sun Microsystems Inc.   SunOS 5.3   Generic September 1993
Welcome to dsibsun5.    UNAUTHORIZED USE IS PROHIBITED.
```

Type in **cd /ecs/test/backups/asyn**

From the */ecs/test/backups/asyn* directory, type in **compress *.***

This command automatically goes through the directory indicated in the */ecs/test/backups* directory and compresses any files that are not already compressed. Repeat these steps for the following directories:

/ecs/test/backups/rrei
/ecs/test/backups/uucp
/ecs/test/backups/comm
/ecs/backups/asyn
/ecs/backups/uucp
/ecs/backups/rrei
/ecs/backups/t1l1
/ecs/backups/t1u1
/ecs/backups/data

4. After the above mentioned directories have been successfully compressed, check the disk space.

   Type in **cd /ecs** and the following displays:

   ```
   412 dsibsun5 /ecs$
   ```

   From the */ecs* directory, type in **df .**

   The following displays:

```
Filesystem          Kbytes    used      avail     capacity  Mounted on
/dev/md/dsk/d20     1948013   802334    950879     46%      /opt
```

5. If the capacity still exceeds 80 percent refer to *Section12*

6. To exit from *dsibecs* type in **exit**

Section 12: Deleting Files to Accommodate Disk Space

Process Summary

As referenced in *Section 2*, there are certain times when it is necessary to do SUN5 clean up. This section describes the process of recovering needed space on SUN5. The deletion part of clean up pertains only to files located off of the */ecs/test/backups* directory.

Additional Information

SUN5 disk space is monitored on a daily basis in an attempt to avoid reaching space capacity. However, there are times when massive amounts of disk space are used unexpectedly. This process should only be used if the procedure in *Section 11* fails to lower the capacity below 80 percent.

Process Steps

1. Type in **cd /ecs** and the following displays:

```
412 dsibsun5 /ecs$
```

Type in **df .** and the following displays:

```
Filesystem          Kbytes    used     avail    capacity   Mounted on
/dev/md/dsk/d20     1948013   802334   950879   46%        /opt
```

2. If capacity is 80 percent or higher, and all steps from *Section 11* have been take, additional SUN5 clean up is needed.

LOG IN AS DSIBECS WHEN PERFORMING ANY OF THE INSTRUCTIONS!

3. Type in **su dsibecs** and the following displays:

```
Password:
```

Type in the appropriate password. The following displays:

```
Sun Microsystems Inc.   SunOS 5.3    Generic September 1993
Welcome to dsibsun5.    UNAUTHORIZED USE IS PROHIBITED.
```

Type in **cd /ecs/test/backups/asyn**

From the */ecs/test/backups/asyn* directory, type in **l -t |more**

This command lists all test files starting with the newest date to the oldest date.

4. There are certain files that have dates of service back several months or years. These particular files are for the managed care processors. These files begin with one of these four letters, (maxi, hlsr, mhss). DO NOT delete these files!

5. DO NOT delete test files that are less than six months old.

6. After determining the test files that must not be deleted, begin deleting the available files.

   Type in **rm a0701149.324.Z** a0701149.324.Z is an example of a test file to be removed. The following displays:

   ```
   rm: remove a0701149.324.Z (y/n)?
   ```

   Type in **y**

7. Continue this process until all necessary files have been removed.

8. Repeat the above steps for the following directories:

   /ecs/test/backups/rrei
   /ecs/test/backups/uucp
   /ecs/test/backups/comm

9. After the directories have been checked and files removed, check Sun5 for disk space.

   Type in **cd /ecs** and the following displays:

   ```
   412 dsibsun5 /ecs$
   ```

   From the */ecs/* directory, type in **df .** and the following displays:

```
Filesystem          Kbytes    used     avail    capacity   Mounted on
/dev/md/dsk/d20     1948013   802334   950879   46%        /opt
```

10. To exit from *dsibecs* type in **exit**

11. If the disk space still exceeds 80 percent, begin deleting files that are less than six months old. Do not delete files that begin with, maxi, hlsr, or mhss.

Section 13: Shutdown and Reboot SUN5

Process Summary

This process illustrates how to properly shutdown and reboot SUN5. **This process is automatically performed by the Operation Unit every Tuesday night.** Although SUN5 is rebooted once a week, there may be additional times during the week that require SUN5 to be rebooted. In that case, contact the Operations Unit and inform them SUN5 needs to be rebooted.

Additional Information

The system administrators have developed an automated process to re-boot SUN5. The process steps listed below supply the manual process to reboot SUN5. **This process must be performed by the Operations Unit or a system administrator**.

Process Steps

1. Verify when the last time the system was rebooted. From any directory perform the following command.

   Type in **uptime** and the following displays:

```
5:36pm  up 5 day(s),  1:11,  3 users,  load average: 0.05, 0.09, 0.19
```

   This gives the current date, the number of days since the last reboot, and time of last reboot, and how many users are currently logged on to SUN5. If the number of days since last reboot exceeds thirty, follow the following steps.

2. Perform the following steps to sucessfully shutdown and reboot SUN5

   a. Make sure there are no users logged in. Pull all unused modems from the modem rack, except the far right, and turn off the desktop modem.

   b. Quit all command tool sessions and using the right mouse button, exit the session. This returns the console prompt.

   Type in **cd**/ and press **Enter**

   Type in **rootops shutdown -g0 -y -i0.** This shuts down and forces the user to restart.

   Wait for the `ok` prompt

c. Unplug Central Data Terminal Server (back of server) and plug it back in.

d. Reseat the modems in the slots in the modem rack. Turn the desktop modem back on.

e. At `ok` prompt, type in **boot** and press **Enter**

f. Logon on as *dsiboper*

g. Type in **cd /usr/openwin/bin**

h Type in **openwin** to start console and command tool sessions

i. In each window *except* the console, type **/opt/utils/5bin/su dsibecs**

When prompted type in the **dsiboper password**.

j. Type in **`ksh`**

k. Repeat in each command tool window

3. Final Start Up Procedures

a. Type in **su root**

b. Type in **crontab -l** (as in Lucy)

c. Type in **/opt/home/3780/job/run_3780 >/dev/null 2>&1** This starts 3780 services.

d. Type in **l /dev/console**

e. Type in **chmod 777 /devices/pseudo/cn@0:console.** This changes permissions on /dev/console

4. **LOG OFF ROOT !!**

5. On the console, type in **xhost +.** (If there is not a command prompt, just press **Enter**.)

6. Start claim cycle. At *dsibecs*, type in **/usr1/clmcycle/jobs/cc_start.**

7. Leave the console logged in as *dsiboper*

Section 14: ID Assignment for Async/XModem Users

Process Summary

This section provides the step by step process used to assign production IDs for Async/XModem users.

Additional Information

A request for IDs must be sent in by the provider or software company.

Process Steps

1. Prior to assigning production IDs, obtain the ECC Set Up sheets. Sort the Set Up sheets into different stacks depending on the method of submission such as asyn, uucp, or bisyn.

2. From Excel open *L:\Systems\Ecs\Idsetup\Senderid.xls*.

   a. Select the appropriate tab depending on the transmission type.

   b. At the next available sender ID, in the appropriate column type in the provider name and the name of the software company**.**

   c. Record the sender ID on the *ECC Batch Claim Submission Set Up Sheet* in the EDS use only area, where it indicates Sender ID.

   d. Repeat Steps b and c for all Set Up Sheets that indicate Async/XModem.

   e. Save and exit the file.

   f. If the only production IDs that need to be assigned are Async/XModem, proceed to Step 3. If the *ECC Set Up Sheet* indicates different methods of submission, refer to the following work instruction, depending on the method of submission, prior to preceding to Step 3. Refer to *Section 18*, *Section 23*, and *Section 26* for additional information.

3. From Excel open *L:\Systems\Ecs\Idsetup\loginid.xls*.

a. Select the appropriate tab depending on the transmission type.

b. At the next available login ID, in the appropriate column type in a login ID containing the **first four letters of the providers name**, and the **next four numerals**. Type in the **Provider Name** and the **assigned Sender ID.**

c. Write the login ID on the *ECC Batch Claims Submission Set Up Sheet* in the EDS Use Only area, where it indicates Login ID.

d. Repeat Steps b and c for all Set Up Sheets that indicate Async/XModem.

e. Save and exit the file.

4. After all production ID numbers have been assigned, refer to *Section 29.*

Section 15: Loading Async/XModem Users in SUN5

Process Summary

Log in as dsibecs to add Asynchronous Xmodem users to SUN5. *Sections 14, and 29* must be completed before continuing.

Additional Information

First, add the user ID or login ID. Second, add the sender ID. The following represents the sequence for adding Asynchronous users:

Process Steps

LOG IN AS DSIBECS WHEN PERFORMING ANY OF THE INSTRUCTIONS!

1. Type in **su dsibecs** and the following prompt displays:

   ```
   Password:
   ```

   Type in the appropriate password. The following message displays:

```
Sun Microsystems Inc.   SunOS 5.3    Generic September 1993

Welcome to dsibsun5.    UNAUTHORIZED USE IS PROHIBITED.

155 dsibsun5 /$
```

2. Type in **rootecs addusers**

   The following message displays:

   ```
   Indiana ECS - Add a new user

   Enter 'quit' to exit.

   The following information is required:

   login id :: uid # :: user type ::

   Do you wish to exit :: Enter "y" to exit
   ```

   Type in **n** and the following prompt displays:

   ```
   Enter login id
   ```

   Type in the login id: **xxxx1234** – (this is a sample only).

The following displays:

```
Enter the name of the user or a comment
```

Type in the provider name, the software vendor name, and the date the ID is assigned. The following is an example:

```
Carolyn Hatton MD (Herown Software Company 11/12/96)
```

The following displays:

```
<A>sync or <U>UCP or <E>EDS:
```

Type in **a** and the following displays:

```
UID being used for group senders is 14885

0 blocks

Sender xxxx1234 added.

Let us change the passwd.

New password:
```

Type in the password

The following displays:

Again, type in the new password

The following message displays

```
Enter 'quit' to exit.

Enter login id
```

Type in: **quit**

3. Add the sender ID.

   Type in **rootecs addsender** and the following message displays:

   ```
   Enter login id
   ```

   Type in **xxxx1234**, this is only a sample, and the following message displays:

   ```
   Enter sender id
   ```

   Type in **x123**, this is a sample only, and the following displays:

   ```
   <A>sync or <U>UCP :
   ```

Type in **a** and the following displays:

```
Sender xxxx1234 added.

Enter 'quit' to exit.

Enter login id
```

Type in **quit** if there are no other ids to add.

4. The default user setup for this type of ID uses CRC as the manner of error correction. If the set-up sheet indicates CHECKSUM as the manner of error correction, a system file must be updated. A script has been created to open the file.

   Type in **rootecs visndr.sys**

   The head of the file appears as follows:

```
#     sender_id login_id system_name compression_command
#     sender_id              - Medicaid sender id
#     login_id               - login id for host system
#     system_name            - UUCP system uuname
#     compression_command    - command used to compress file
#                            (/usr/bin/compress, /usr/bin/pack, none)
#  ECS Async Systems file descriptions
#     sender_id login_id protocol not_used
#     sender_id              - Medicaid sender id
#     login_id               login id for host system
#     protocol               - '1' for XMODEM/Checksum
#                            - '2' for KERMIT
#                            - '3' for XMODEM/CRC
#                            - '4' for XMODEM/1K (YMODEM)
#     not_used               - this field is not currently used
```

   Search for the sender ID by typing **/Sender ID** (use the sender ID being changed) and change the 3 to a 1 according to the protocol definition found in the header information. To do this, put the cursor on the 3 and press **shift R** for replace, then type **1** and press

Esc,Esc. The following is an example of the protocol definition for sender ID 429x and x123. 429x is set up for Xmodem/CRC and sender ID x123 is set up for Xmodem/Checksum.

The following message dsiplays:

```
429x cham2699 3 none

x123 xxxx1234 1 none
```

5. Save the file by pressing the **Esc** key twice and exit the file by pressing **Shift zz**

6. To exit from dsibecs type in **exit.**

Section 16: Changing Password for Async/XModem Users

Process Summary

This section provides the procedures for changing a password for an Async/XModem user.

Additional Information

From time to time users switch software companies, or forget identification numbers. The sender ID and login ID can be given to the provider or software company; however, for security reasons, the password needs to be changed.

Process Steps

LOG IN AS DSIBECS WHEN PERFORMING ANY OF THE INSTRUCTIONS!

1. Type in **su dsibecs** and the following displays:

   `password:`

   Type in the appropriate password and the following displays:

   `158 dsibsun5 /opt/home/dsibecs$`

   Type in **rootecs passwd (login id)** using the login ID of the user whose password is being changed. The following displays:

   `new password:` **(Type new password)**

   `re-enter the new password:` **(re-enter new password)**

2. To exit from *dsibecs* type in **exit** (case sensitive, use lower case).

Section 17: Deleting Async/XModem Users

Process Summary

This section provides information for deleting an Async/XModem user.

Additional Information

As users stop billing electronically, or switch software companies and obtain new identification numbers, the identification number must be deleted.

Process Steps

LOG IN AS DSIBECS WHEN PERFORMING ANY OF THE INSTRUCTIONS!

1. Type in **su dsibecs** and the following displays:

   ```
   Password:
   ```

   Type in the appropriate password and the following displays:

```
Sun Microsystems Inc.   SunOS 5.3    Generic September 1993

Welcome to dsibsun5.    UNAUTHORIZED USE IS PROHIBITED.

155 dsibsun5 /$
```

2. To delete a user, first, delete any directories associated with the login ID, and the login ID directory. Second, remove the record from the file opened by the *visndr.sys* script.

   Type in **cd /usr3/(login id)**. Use the login ID of the user to be deleted.

   From the */usr3/(login id)* directory, type in **ll**

   The following is a sample of the files that display

```
512     May    6    1998    .

37888   Nov    13   08:23   ..

68      May    6    1998    .profile

512     May    6    1998    mlink

512     Nov    13   08:52   uclaimsin
```

3. Type in **rmdir mlink**

   Type in **rmdir uclaimsin**

   Type in **rm .profile**

   The following displays:

   ```
   rm: remove .profile (y/n)?
   ```

   Type in **y**

   Type in **cd ../**

4. From the */usr3 directory* type in **rootecs visndr.sys**

   Search for the login ID by typing **/login ID** using the login ID that was deleted and delete that line by pressing **dd**. Save by pressing **Esc** twice and exit the file by pressing **Shift zz**.

5. To exit from *dsibecs* type in **exit**

6. The final steps require the assistance of a systems adminitrator. After completing the above steps, send a mail message containing the logon ID to the system administrator requesting that the users directory be deleted.

The user directories are deleted in the following manner.

1. Type in the password and the following displays:

   ```
   Password:
   ```

   Type in the root password

2. Type in **rmdir cha11234**. This is a sample of the login ID being deleted.

3. Type in **userdel cha11234**. This is a sample of the login id being deleted.

Section 18: ID Assignment for Async/UUCP Users

Process Summary

This section provides the steps used to assign production IDs for Async/UUCP users.

Additional Information

Requests for an ID must be sent in by the provider or the software company.

Process Steps

1. Prior to assigning production IDs, obtain the *ECC Set Up She*et, sort the Set Up sheets into different stacks depending on the method of submission.

2. Open the Excel spreadsheet that contains the sender ID information. The spreadsheet is located in *L:\Systems\Ecs\Idsetup\Senderid.xls*.

   a. Select the appropriate tab for UUCP.

   b. At the next available sender ID, in the appropriate column, type in the **provider name** and the **software company**.

   c. Write the sender ID on the *ECC Batch Claim Submission Set Up Sheet* in the *EDS use only* area, where it indicates Sender ID.

   d. Repeat Steps b and c for all Set Up Sheets that indicate Async/UUCP.

   e. Click on **File**, **Save,** and **File, Exit** to save and exit the file

   f. If the only production IDs that need to be assigned are Async/UUCP, proceed to Step 3. If the *ECC Set Up Sheet* indicates different methods of submission refer to the following work instruction, depending on the method of submission, prior to preceeding to Step 3.

      Section 14: Async/XModem
      Section 23: Bisync
      Section 26: Tape/Cartridge/Diskette

3. Open the Excel spreadsheet that contains login ID information. The spreadsheet is located in *L:\Systems\Ecs\Idsetup\loginid.xls*.

   a. Select the appropriate tab for UUCP.

   b. At the next available login ID, in the appropriate column type in the **first four letters of the providers last name**, or the **first four letter of the company name**. Type in the **Providers name** with the assigned Sender ID in parenthesis.

   c. Write the login ID on the *ECC Batch Claims Submission Set Up Sheet* in the *EDS Use Only* area, where it indicates Login ID.

   d. Repeat Steps b and c for all Set Up Sheets that indicate Async/UUCP.

   e. Click **File** and **Save** to save the changes to the spreadsheet. Click **File** and **Exit** to exit Excel.

4. After all production ID numbers have been assigned, refer to *Section 29* for additional information.

Section 19: Loading Async/UUCP Users in SUN5

Process Summary

Log in as dsibecs before adding Asynchronous/UUCP users to SUN5. *Sections 18 and 30* must be completed before continuing.

Additional Information

First, add the user login ID and then add the sender ID. The following are procedures for adding Asynchronous UUCP users.

Process Steps

LOG IN AS DSIBECS WHEN PERFORMING ANY OF THE INSTRUCTIONS!

1. Type in **su dsibecs** and the following message displays:

   ```
   Password:
   ```

2. Type in the appropriate password and the following message displays:

```
Sun Microsystems Inc.   SunOS 5.3   Generic September 1993

Welcome to dsibsun5.     UNAUTHORIZED USE IS PROHIBITED.

155 dsibsun5 /$
```

3. Add the user ID.

   Type in **rootecs addusers** and the following displays:

   ```
   Indiana ECS - Add a new user

   Enter 'quit' to exit.

   The following information is required:

   login id :: uid # :: user type ::

   Do you wish to exit  :: Enter "y" to exit
   ```

   Type in **n** and the following message displays:

   ```
   Enter login
   ```

   Type in the login ID for the new user, for example, **xxxx1234.** The following displays:

```
Type in the name of the user or a comment
```

Type in the name of the provider, the software vendor name, and the date of the setup. The following is an example: **Carolyn Hatton MD (Herown Software Company 11/12/96)**

The following message displays:

```
<A>sync or <U>UCP or <E>EDS:
```

Type in **u** and the following displays:

```
UID being used for group senders is 14885

0 blocks

Sender xxxx1234 added.

Let us change the passwd.

New password:
```

Type in the assigned password and the following displays:

```
Re-enter new password:
```

Type in the password again and the following displays:

```
Enter 'quit' to exit.

Enter login id:
```

Type in: **quit**

4. The sender ID and system or machine name must be added. The system name is provided by the vendor on the *ECC Set-up Sheet.*

   Type in **rootecs addsender** and the following displays:

   ```
   Enter login id      :
   ```

   Type in the **user login ID**, for example, **xxxx1234** and the following displays:

   ```
   Enter sender id     :
   ```

   Type in the **user sender ID**, for example, **x123** and the following displays:

   ```
   <A>sync or <U>UCP   :
   ```

   Type in **u** and the following displays:

   ```
   Enter system name   :
   ```

Type in the **system name** provided by the provider. The following message displays:

```
Sender xxxx1234 added.

Enter 'quit' to exit.

Enter login id      :
```

If no additional IDs are to be added, type in **quit**.

5. The default user setup for this type of ID uses *pack* as the compression command. If the setup sheet indicates COMPRESS as the compression command, the system file must be updated. A script has been created to open the file.

   Type in **rootecs visndr.sys**

   The head of the file appears as follows:

```
#    ECS UUCP Systems file descriptions
#      sender_id login_id system_name compression_command
#         sender_id     - Medicaid sender id
#         login_id      - login id for host system
#         system_name   - UUCP system uuname
#      compression_command - command used to compress file
#                               (/usr/bin/compress, /usr/bin/pack, none)
#    ECS Async Systems file descriptions
#      sender_id login_id protocol not_used
#      sender_id       - Medicaid sender id
#      login_id        - login id for host system
#      protocol        - '1' for XMODEM
#                      - '2' for KERMIT
#                      - '3' for XMODEM/CRC
#                      - '4' for XMODEM/1K (YMODEM)
#      not_used        - this field is not currently used
```

Search for the sender ID by typing / followed by the sender ID in lower case and change pack to compress according to the

compression command definition at the head of the file. Put the cursor on the *p* in pack and type **cw** for change word, then type **compress** and press **Esc Esc** to save the change. The following is a sample of what the file looks like:

```
x123 xxxx1234 carolyn /usr/bin/compress
```

6. Exit the file by pressing **Shift zz**

7. To exit from dsibecs type in **exit**

8. A system file must be edited to remove the .sh extension from a login script. This step requires the system administrator assistance. A mail message must be sent to the system administrator containing the login id requesting an edit to the */etc/passwd* directory. The process for the systems administrator is as follows:

   Type in **su** and press **Enter** and the following message displays:

```
Password:
Sun Microsystems Inc.   SunOS 5.3   Generic September 1993
Welcome to dsibsun5.    UNAUTHORIZED USE IS PROHIBITED.
```

   Type in **vi /etc/passwd**

   Search for the login ID by typing **a/** and the login ID just added. Remove the .sh extension from the uucico.sh file name. Press **Shift $,** type **xxx,** and press **Esc Esc**. Repeat this process until all .sh extensions have been removed and the display looks like the following:

```
xxxx1234:x:14877:101:Carolyn Hatton MD (Herown Software 11/12/96):/usr2/xxxx1234:
                    /usr/lib/uucp/uucico.sh
```

   After the display looks like the following:

```
xxxx1234:x:14877:101:Carolyn Hatton MD (Herown Software 11/12/96):/usr2/xxxx1234:
/usr/lib/uucp/uucico
```

9. The /etc/passwd file is a read-only file. To save, with the file still open, type in **w!** and type **:q!** to exit**.**

********************VERY IMPORTANT*******************

EXIT ROOT

Section 20: Changing Password for Async/UUCP Users

Process Summary

This section provides the procedures for changing a password for an Async/UUCP user.

Additional Information

There are situations when a user switches software companies, or forgets the identification numbers. The sender ID and login ID can be given to the provider or software company; however, for security reasons, the password must be changed.

Process Steps

LOG IN AS DSIBECS WHEN PERFORMING ANY OF THE INSTRUCTIONS!

1. Type in **su dsibecs** and the following displays:

   ```
   Password:
   ```

   Type in the appropriate password. The following displays:

```
Sun Microsystems Inc.   SunOS 5.3   Generic September 1993

Welcome to dsibsun5.    UNAUTHORIZED USE IS PROHIBITED.

155 dsibsun5 /$
```

2. Type in **rootecs passwd (login id)** and then type in the **login ID** of the password being changed. The following displays:

   ```
   new password:
   ```

   Type in the new password and the following displays:

   ```
   Re-enter new password:
   ```

   Type in the new password again.

3. To exit from dsibecs type in **exit**.

Section 21: Changing Machine Name for Async/UUCP

Process Summary

This section provides information for changing a machine name for Async/UUCP users.

Additional Information

Async/UUCP transmitters are set up with a UNIX based system. All UUCP billers have individual machine and system names that have been assigned on the user end. The EDS system must have the machine and system name on file to recognize the system as a valid user. There are instances when the provider changes machine and system names to accommodate new software companies.

Process Steps

LOG IN AS DSIBECS WHEN PERFORMING ANY OF THE INSTRUCTIONS!

1. Type in **su dsibecs** and the following displays:

```
Password:
```

Type in the appropriate password and the following displays:

```
Sun Microsystems Inc.   SunOS 5.3   Generic September 1993

Welcome to dsibsun5.    UNAUTHORIZED USE IS PROHIBITED.

155 dsibsun5 /$
```

2. Type in **rootecs visndr.sys**

   Search for the login ID by typing a **/** followed by the login ID that is to be changed. Change the name by positioning the cursor on the first character of the machine and system name. Type **cw** (change word), then type in the new system name. Press **Esc Esc** to save the change. Save and exit the file by pressing **Shift zz**

3. Type in **rootecs viPerm**

Search for the machine name of the ID being changed, and change the name. On the first character of the machine/system name type **cw** for change word, then type the **new system name** and press **Esc Esc**. Save and press **Shift zz** to exit the file.

4. Type in **rootecs viSys**

   Search for the machine name of the ID to be changed, and change the name. On the first character of the machine/system name type **cw** for change word, then type the **new system name** and press **Esc Esc**. Save and press **Shift zz** to exit the file.

5. To exit from dsibecs type in **exit**.

Section 22: Deleting Async/UUCP Users

Process Summary

This section provides information for deleting Async/UUCP users.

Additional Information

As users stop billing electronically, or switch software companies and obtain new identification numbers, the old identification number must be deleted.

Process Steps

LOG IN AS DSIBECS WHEN PERFORMING ANY OF THE INSTRUCTIONS!

1. Type in **su dsibecs** and the following displays:

   ```
   Password:
   ```

   Type in the appropriate password and the following displays:

```
Sun Microsystems Inc.   SunOS 5.3   Generic September 1993

Welcome to dsibsun5.    UNAUTHORIZED USE IS PROHIBITED.

155 dsibsun5 /$
```

2. To delete a user, remove the residuals of the ID from three network system files.

   Type in **cd /usr2/login id** using the login ID of the user being deleted.

   From the /usr2/directory of the user being deleted, type in **ll**

   Type in **rmdir uclaimsin**

   To return to the *usr2* directory type in **cd ../**

3. Type in **rootecs visndr.sys**

   Search for the login ID by typing in **/** followed by the login ID that was deleted and delete that line from the file by pressing **dd**. Press **Esc** E**sc** to save the change. Save and press **Shift zz** to exit the file.

4. Type in **rootecs viPerm**

   Search for the machine name by typing **/** followed by the machine name of the ID being deleted. Delete all seven lines associated with that ID by pressing **7dd.** Press **Esc Esc** to save the change. Save and press **Shift zz** to exit the file.

5. Type in **rootecs viSys**

   Search for the machine name by typing in **/** followed by the machine name of the ID being deleted. Delete the line associated with that machine by pressing **dd.** Press **Esc Esc** to save the change. Save and press **Shift zz** to exit the file.

6. Exit from *dsibecs* by typing **exit**

7. The final steps require system administrator assistance. After completing the above steps send a mail message containing the login ID to the systems administrator and request the users directory be deleted. The following process is used:

   Type in **su** and the following displays:

   ```
   Password: enter root password
   ```

   Type in **rmdir cha11234**

   Type in **userdel cha11234**

Section 23: ID Assignment for Bisync Users

Process Summary

This section provides the step by step process used to assign a production IDs for Bisync Users.

Additional Information

A request for an ID must be sent in by the provider or software company.

Process Steps

1. Prior to assigning a production ID, obtain the *ECC Set Up Sheet*. Sort the set up sheet into different stacks depending on the method of submission.

2. From Excel open *L:\Systems\Ecs\Idsetup\Senderid.xls*.

   a. Select the appropriate tab for bisyn

   b. At the next available sender ID, in the appropriate column, type in the provider name and the software company.

   c. Write the sender ID on the *ECC Batch Claim Submission Set Up Sheet* in the EDS use only area, where it indicates Sender ID.

   d. Repeat Steps *b* and *c* for all set up sheets that indicate Bisync.

   e. Click **File, Save** and then **File, Exit** to save changes to the spreadsheet.

   f. If the only production ID that needs to be assigned is Bisync, then proceed to Step 3. If the *ECC Set Up Sheet* indicates different methods of submission refer to the following work instruction, depending on the method of submission.

      Section 14: Async/XModem

      Section 18: Async/UUCP

      Section 26: Tape/Cartridge/Diskette

After all production ID numbers have been assigned, refer to *Section 29: Loading New User in ACT Database*.

Section 24: Loading Bisync Users in SUN5

Process Summary

Log in as dsibecs to add Bisynchronous users to SUN5 *Work instruction ecs00023.doc and work instruction ecs00029.doc* must be completed before continuing.

Additional Information

Bisynchronous communication runs on a 3780 protocol and only accommodates modem speeds 2400 to 4800. Adding Bisynchronous users requires adding one line to the file **/ecs/ids.txt**. The *ids.txt* file contains all sender IDs for Bisync, NECS, and Provider Electronic Solutions users.

The field specifications for the entry are as follows:

```
#   senderid,group,downfile,protocol,text          *
    description

#       senderid    - required, up to 8 chars, must be unique     *

#       group       - required, filename of senders group

#       downfile    - required, filename to download during receive, can*

#                     include global characters * and ? *

#       protocol    - required, transmission protocol used by sender      *

#                     XMODEM,XMOCRC,YMODEM,ZMODEM,KERMIT,TT3780

#       text description - optional


X7C4,/opt/home/ecs/3780prod.grp,X7C4*,TT3780,Holly Hill

X7C5,/opt/home/ecs/3780prod.grp,X7C5*,TT3780,Arcadia Care Manor

X7C6,/opt/home/ecs/3780prod.grp,X7C6*,TT3780,Procare Development

X7C7,/opt/home/ecs/3780prod.grp,X7C7*,TT3780,Castleton OB
```

Process Steps

LOG IN AS DSIBECS WHEN PERFORMING ANY OF THE INSTRUCTIONS!

1. Type in **su dsibecs** and the following displays:

   ```
   Password:
   ```

   Type in the appropriate password and the following displays:

```
Sun Microsystems Inc.   SunOS 5.3   Generic September 1993

Welcome to dsibsun5.    UNAUTHORIZED USE IS PROHIBITED.
```

2. Type in **cd /ecs**

   From the */ecs* directory type in **vi ids.txt**

3. Type in **/ Bisynchronous/3780**

4. Go to the last entry in the section and press **o** for orange to open a new line then press **Esc Esc** . Highlight the portion of the line to be changed, then press **Alt + C** to copy and **Alt + V** to paste the information to the next line. Type in the name of the new provider and press **esc esc** to save the change. Press the **H** key to move to the left to the sender ID. Position the cursor on the sender ID and press **Shift + R** for replace and type in the desired sender ID. Press **Esc Esc** to save the change. Press the **H** key to move to the left to the next sender ID. Position the cursor on the sender ID and press **Shift + R** for replace and type the desired sender ID. Press **Esc Esc** to save the change. Continue with this process until all new sender IDs are added.

5. Save and press **Shift** + **zz** to exit the file.

6. To exit from dsibecs type in **exit**

Section 25: Deleting Bisync Users

Process Summary

This section provides information about deleting a Bisync user.

Additional Information

As users stop billing electronically, or switch software companies and obtain new identification numbers, the old identification numbers must be deleted.

Process Steps

LOG IN AS DSIBECS WHEN PERFORMING ANY OF THE INSTRUCTIONS!

1. Type in **su dsibecs** and the following message displays:

   ```
   Password:
   ```

   Type in the appropriate password and the following message displays:

```
Sun Microsystems Inc.   SunOS 5.3   Generic September 1993

Welcome to dsibsun5.    UNAUTHORIZED USE IS PROHIBITED.
```

2. Type in **cd /ecs**

   From the */ecs/*directory, type in **vi ids.txt**

3. Type in **/Bisynchronous/3780**

4. Search on the sender ID to be deleted by typing **/** followed by the sender ID.

5. With the cursor on the first character of the sender ID to be deleted press **dd** to delete the line and press **Esc Esc** to save the change. Save and press **Shift** + **zz** exit the file.

6. To exit from dsibecs type in **exit**

Section 26: ID Assignment for Tape/Cartridge/Diskette

Process Summary

This section provides the steps used to assign a production ID for cartridge, diskette and tape users.

Additional Information

A request for an ID must be sent in by the provider or software company.

Process Steps

1. Prior to assigning a production ID obtain the *ECC Set Up Sheet* from the appropriate ECS analyst. Sort the set up sheets in to different stack depending on the method of submission.

2. Go to the Excel spreadsheet: *L:\Systems\Ecs\Idsetup.doc* and depending on the method of submission open one of the following files:
   cartlog.xls - Cartridge Users
   disklog.xls - Diskette Users
   tapelog.xls - Tape Users

   a. At the next available sender ID, in the appropriate column, type in the provider name and the software company.

   b. Write the sender ID on the *ECC Batch Claim Submission Set Up Sheet* area *for EDS use only*, where it indicates Sender ID.

   c. Repeat Steps *b* and *c* for all Set Up Sheets that indicate cartridge, diskette, and tape users.

   d. Click on **File, Save** and then **File, Exit** to save and exit the spreadsheet.

   f. If the only production IDs that need to be assigned are cartridge, diskette, and tape users, proceed to Step 3. If the *ECC Set Up Sheet* indicates a different method of submission refer to the following work instruction, depending on the method of submission, before proceeding to Step 3.
   Section 14: Async/XModem

Section 19: Async/UUCP
Section 23: Bisync

3. After all production ID numbers have been assigned, refer to *Section 29.*

Section 27: Loading Tape/Cartridge/Diskette Users in SUN5

Process Summary

This section provides the steps used to assign production IDs for cartridge, tape, and diskette users.

Additional Information

All cartridge, tape, and diskette biller IDs are stored in the */usr1/clmcycle/control* directory in the *sndrid*.file. The record layout is as follows:

Sender ID	1-4
Sender name	5-25
Address	26-45
City	46-63
State	64-65
Zipcode	66-74
Telephone #	75-84
Media Type	85-88

A carriage return should follow the 88th byte of each record. The claim cycle process depends on the integrity of this file; therefore, it is crucial to ensure that it is properly maintained.

Process Steps

LOG IN AS DSIBECS WHEN PERFORMING ANY OF THE INSTRUCTIONS!

1. Type in **su dsibecs** and the following displays:

```
Password:
```

Type in the appropriate password and the following displays:

```
Sun Microsystems Inc.   SunOS 5.3   Generic September 1993

Welcome to dsibsun5.    UNAUTHORIZED USE IS PROHIBITED.
```

2. Type in **cd /usr1/clmcycle/control**

3. From the */usr1/clmcycle/control* directory, type in **vi sndrid.file**

An example of the sndrid.file is provided below:

```
X7E6LINCARE INC.      3530 S.KEYSTONE        S200INDIANAPOLIS          IN46227
         T9L2
X82BMANOR CARE, INC.  10750 COLUMBIA PK.     SILVER SPRING     MD20901 301681
         9400T1L1
X920IDX CORPORATION   888 COMMONWEALTH AVE   BOSTON                    MA02215
         T1U2
X991APS CLINIC        221 SOUTH 16TH ST.     TERRE HAUTE               IN47807
         T9U2
```

4. Go to the end of the file press **Shift g**
5. At the first position of the last entry, press **o** to add a line
6. At the new line type in the new users information
7. After all the information has been added press **Esc Esc** to save the changes
8. Save and press **Shift** + **zz** to exit the file
9. To exit from dsibecs type in **exit**

Section 28: Deleting Tape/Cartridge/Diskette Users

Process Summary

This section provides information for deleting cartridge, diskette, and tape users.

Additional Information

As users stop billing electronically, or switch software companies and obtain new identification numbers, the old identification number must be deleted. The claim cycle process depends on the integrity of this file; therefore, it is crucial to ensure that it is properly maintained.

Process Steps

LOG IN AS DSIBECS WHEN PERFORMING ANY OF THE INSTRUCTIONS!

1. Type in **su dsibecs** and the following displays:

```
Password:
```

Type in the appropriate password and the following displays:

```
Sun Microsystems Inc.   SunOS 5.3       Generic September 1993

Welcome to dsibsun5.    UNAUTHORIZED USE IS PROHIBITED.
```

2. Type in **cd /usr1/clmcycle/control**

From the */usr1/clmcycle/control* directory, type in **vi sndrid.file**

An example of the sndrid.file is provided below:

```
X7E6LINCARE INC.        3530 S.KEYSTONE         S200INDIANAPOLIS   IN46227
    T9L2
X82BMANOR CARE, INC.    10750 COLUMBIA PK.      SILVER SPRING      MD20901   301681
    9400T1L1
X920IDX CORPORATION     888 COMMONWEALTH AVE    BOSTON             MA02215
    T1U2
```

```
X991APS CLINIC          221 SOUTH 16TH ST.     TERRE HAUTE        IN47807
    T1U2
```

3. Search for the sender ID by pressing **/** followed by the sender ID to be deleted.

4. At the first position of the sender ID, press **dd** (to delete the line) and press **Esc Esc** to save the change.

6. Save and exit the file by typing **Shift** + **zz**

7. To exit from *dsibecs* type in **exit**

Section 29: Loading New User in ACT Database

Process Summary

This section provides the necessary steps to load new users in the ACT Database.

Additional Information

ACT is a software package used by the Electronic Claims Unit to track new users. This database contains the software company name, provider information, and the necessary IDs for the provider to successfully submit claims electronically to EDS.

Process Steps

1. Open the *Provider.dbf* database found in ACT.
2. Click **Lookup**, and then **Company**.
3. Type in the software company name and click **OK**
4. To add a new contact, Click **Contact**
5. Select **Duplicate Contact** and **Primary Fields.**
6. At the bottom of the template type in the following information:
   - Provider name
   - Sender ID (upper case)
   - Login ID (lower case) not required for bisync, tape, cartridge, or diskette
   - Password (lower case) not required for bisync, tape, Cartridge, or diskette
7. At Trans Number a drop down box displays. Select 317-713-1895 for Async/XModem and UUCP, and 317-488-5304 for Bisync. Skip claim type
8. Click Sub Type and a drop down box displays. Click the appropriate method of submission as indicated on Set Up
9. Type in the address of the provider in the appropriate fields.
10. Click the **To-Do** icon to keep a listing of providers being added.
11. Repeat Steps 1 through 3 until all users have been successfully added. After all users have been added refer to *Section 30.*

Section 30: Printing Production Report in ACT

Process Summary

This section provides the steps necessary to print a production report of new users in ACT. *Section 29* must be completed prior to performing these steps.

Additional Information

The production report gives a complete listing of all new users added on a specific day.

Process Steps

1. Open the *Provider* database in ACT
2. Click **View**, **Task List** to get a list of providers to be added
3. Click on the **Create a Lookup** Icon
4. Click **Reports** and **Other Reports**
5. Click the **Prod.rep** and **OK**
6. Click **File, Print,** and **OK**
7. Give the production report to the appropriate ECS analyst to load IDs into Sun5

Section 31: Production ID Letters in ACT

Process Summary:

This section provides the steps necessary to create the letters sent to the provider and their software company. These letters provide the necessary identification numbers needed by the provider to access the EDS system. *Section 29 and 30* must be completed prior to performing these steps.

Additional Information:

One copy of the letter is sent to the software company and a second copy is sent to the provider. A copy of the front-end error codes and *Biller Summary Report* information is also sent with the letter

Process Steps:

1. Open the *Provider.dbf* file in ACT
2. Click **Write** and **Other Document.**
3. Click **prov_ids.tpl** and **Open**
4. Click **File, Print**. Select **2** copies and click **OK** twice.

Printing envelope labels:

1. Click **File** and **Print.**
2. In the Printout Type field, select **Labels** and **Label1.lbl.**
3. Under the Create a Report For field, click **Current Contact Lookup**.
4. Under the Send Output To field, click **Printer**

Section 32: ID Assignment for Provider Electronic Solutions Users

Process Summary

This section provides the steps used to assign a production ID for providers using Provider Electronic Solutions software.

Process Steps

1. Obtain all Provider Electronic Solutions order forms. If there is a check attached, enter the check information in the ECS check log and deliver the check to the appropriate Finance Unit representative.
2. Go to *L:\Systems\Ecs\Idsetup* folder and go to the Provider Electronic Solutions ID folder.
3. Choose the next available login ID and password. Write it on the EDS Only portion of the Provider Electronic Solutions order form.
4. Fill in the Provider name on the Excel spreadsheet.
5. After all IDs have been assigned, refer to *Section 33.*

Section 33: Loading Provider Electronic Solutions Users in ACT

Process Summary

This section provides the steps to load new Provider Electronic Solutions IDs into the ACT database.

Process Steps

1. From ACT open the *NECS* database.
2. Click **Contact, New Contact.**
3. Type in the data found on the request form.
4. Type the appropriate information in the corresponding field. For the login ID and password type in the ID that has been assigned using upper case letters.
5. After all information is typed in, click the **To Do** icon to create a list of all providers to be set up.
6. After all users have been added to the NECS database, proceed to *Section 34.*

Section 34: Printing Production Report in ACT

Process Summary

This section provides the necessary steps to print the report of new users to be added to SUN5. *Section 33* must be completed prior to performing these steps.

Additional Information

ACT is a software package that the Electronic Claims Unit uses to track new users. This database contains the software company information, provider information, and the necessary IDs for the provider to successfully submit claims electronically to EDS.

Process Steps

1. Go to the *NECS* database in ACT
2. Click **View, Task List** to see a list of providers to be added
3. Click the **Create a Lookup** icon to return to the NECS database
4. With *Necs.dbf* still open, click **Reports** and **Other Reports**
5. Click the **Pes Set.rep** and **Open**
6. Click **Current Contact Lookup** and **Print**
7. Click **File, Print** and **OK**
8. When prompted to *Save Changes* click **No**
9. Give the Provider Electronic Solutions production report to the appropriate ECS analyst
10. The Provider Electronic Solutions production report is used for *Section 36.*

Section 35: Printing Confirmation Letters

Process Summary

This section provides the steps necessary to create the system set-up letters sent to the providers. These letters provide the necessary identification numbers needed for the provider to access the EDS system. *Section 33* must be completed prior to performing these steps.

Process Steps

1. With the *NECS* database still open:
2. Click **View,** then **View Task List**
3. Click **Create A Lookup** icon
4. Click **Write, Mail Merge**
5. From the lookup, click **Write,** and **Other Document**
6. Click the **Provider Electronic Solutions set up.tpl** and **OK**
7. Click **File**, **Print, Current Contact Lookup,** and **OK**
8. To print labels go to *Section 40.*

Section 36: Loading New Provider Electronic Solutions Users in SUN5

Process Summary

This section provides the process used to load Provider Electronic Solutions users into SUN5. *Section 34* must be completed before continuing.

Additional Information

Provider Electronic Solutions sender information is assigned by the Electronic Solutions Unit. A two-step procedure is needed for defining Provider Electronic Solutions users in the system. First, the sender information must be entered into the */ecs/ids.txt* file. Second, the information must be loaded using the system operator tool for the *Com/ment* bulletin board.

Process Steps

LOG IN AS DSIBECS WHEN PERFORMING ANY OF THE INSTRUCTIONS!

1. Add sender information to */ecs/ids.txt* file. This file is broken into multiple sections based on user ID type. An example of the *ids.txt* file is provided below:

```
#   senderid,group,downfile,protocol,text description                    *
#     senderid - required, up to 8 chars, must be unique                 *
#     group      - required, filename of senders group                   *
#     downfile   - required, filename to download during receive, can*
#                  include global characters * and ? *
#     protocol   - required, transmission protocol used by sender        *
#                  XMODEM,XMOCRC,YMODEM,ZMODEM,KERMIT,TT3780 *
#     text description  - optional
N153NECS,/opt/home/ecs/necs.grp,N153.*,ZMODEM,Broadway OB/GYN Center
N068NECS,/opt/home/ecs/necs.grp,N068.*,ZMODEM,20/20 Eye Physician of IN
N132NECS,/opt/home/ecs/necs.grp,N132.*,ZMODEM,Area IV Agency of Aging
```

```
N140NECS,/opt/home/ecs/necs.grp,N140.*,ZMODEM,Alternatives Counseling
N031NECS,/opt/home/ecs/necs.grp,N031.*,ZMODEM,Ambucare Clinic
```

a. Type in **su dsibecs** and the following displays:

```
Password:
```

Type in the appropriate password and the following displays:

```
Sun Microsystems Inc.   SunOS 5.3   Generic September 1993
Welcome to dsibsun5.    UNAUTHORIZED USE IS PROHIBITED.
```

b. Type in **cd /ecs**

c. From the */ecs* directory, type in **vi ids.txt**

d. Type / and then **PES** to find the #PES IDS

e. Go to the last entry in that section and press **O,** for orange, to open a new line then press **esc esc**. Highlight the portion of the line to be changed and press **Alt C**, to copy, and **Alt V** to paste the information to the next line. Type in the **name of the new provider** and press **Esc** E**sc** to save the change. Press the **H** key to move left to the sender ID. Position the cursor on the sender ID and press **Shift R,** for replace, and type in the desired **sender ID**. Press **Esc Esc** to save the change. Press the **H** key to move left to the next sender ID. Position the cursor on the sender ID and press **Shift R,** for replace, and type the desired **sender ID**. Press **Esc Esc** to save the change. Continue this process until the desired number of lines have been added.

f. Save and exit the file by pressing **Shift zz**

Note: These are comma delimited fields.

2. Add the user information to the *Com/ment Bulletin Board*

Type in **su comment** and the following displays:

```
Sun Microsystems Inc.                   SunOS 5.3   Generic September 1993

Welcome to dsibsun5.                    UNAUTHORIZED USE IS PROHIBITED.

You have new mail.

[1]                     6321
W E L C O M E            T O . . .

                                                    EEEEEEEE  CCCCCCCC  SSSSSSSS
                                                    EEEEEEEE  CCCCCCCC  SSSSSSSS
                                                    EE        CC        SS
      I  I   I  N     N  X    X  I  I  I  X     X  EE        CC        SS
         I     NN    N   X  X     I      X  X     EEEE      CC        SSSSSSSS
         I     N  N  N     X       I       X      EEEE      CC        SSSSSSSS
         I     N    NN   X  X     I      X  X     EE        CC              SS
      I  I   I  N     N  X    X  I  I  I  X     x  EE        CC              SS
                                                    EEEEEEEE  CCCCCCCC  SSSSSSSS
                                                    EEEEEEEE  CCCCCCCC  SSSSSSSS
```

```
ECS Authorization Number?
```

Type in **sysop** and the following displays:

```
Password?
```

Type in the password for sysop. For security reasons, this password is not included in this instruction. The following displays:

```
COM/MENT! produced by Sans Souci Consulting
(c)1994

Reproduction of this product is not allowed

Logging on SYSOP
```

```
        EMC SYSOP
Bulletin Board Main Menu
G    Goto EMC main menu
T    Time
U    UNIX shell
L    user List
P    Password change
A    Administration
X    exit
```

```
OPTION?
```

Type in **a** and the following displays:

```
          EMC SYSOP
      Administration Menu
1   Add a new user
2   Delete a user
3   Edit an existing user
4   Review a user's setup
5   Administration Reports
6   User list
7   Edit ids.txt
8   View ids.txt
R   Download Binary File
S   Upload Binary File
9   Return to Previous Menu
```

OPTION?

Type in **1** and the following displays:

```
There are no users to add...

Cleaning up request file

This routine allows you to enter new users manually.

Do you wish to continue [Y/N]?
```

Type in **y** and the following displays:

```
EDS ID:
```

Type in **eds** and the following displays:

```
ECS Authorization Number?
```

Type in the login ID of the Provider Electronic Solutions user, for example, **1234PES**, and the following displays:

```
Password?
```

Type in password of the Provider Electronic Solutions user and the following displays:

```
Again:

Password?
```

Type the password again and the following displays:

```
 To be added:

 EDS ID:  -EDS-
```

```
ECS Authorization Number? 1234PES-

Password? jiuohe-

Is this correct [Y/N]?
```

Verify that the password is correct. Type in **y** and the following displays:

```
Ready to add to system.

Do you wish to continue [Y/N]?
```

Type in **y** and the following displays:

```
User's base path:  /opt/home/comment/lvl1:

Do you wish to edit the user's base path? [Y/N]:
```

Type in **N** and the following displays:

```
Select OPTIONS File or <RETURN>:

User ID added:  1498

Another user? [Y/N]:
```

Type in **n,** if there are no additional users to add

Press **9** to return to previous menu.

Press **X** to exit from Comment.

3. To exit from dsibecs type in **exit**

Section 37: Changing Passwords for Provider Electronic Solutions Users

Process Summary

This section provides the steps necessary to change a password for Provider Electronic Solutions users.

Additional Information

Changing the password may be required for an entry error or provider satisfaction.

Process Steps

LOG IN AS DSIBECS WHEN PERFORMING ANY OF THE INSTRUCTIONS!

1. Type in **su dsibecs**
2. From SUN5 change the user information to the *Com/ment Bulletin Board*.

   Type in **su comment** and the following displays:

```
Sun Microsystems Inc.                    SunOS 5.3   Generic September 1993

Welcome to dsibsun5.                     UNAUTHORIZED USE IS PROHIBITED.

You have new mail.

[1]                    6321
W E L C O M E           T O . . .

                                                    EEEEEEEE  CCCCCCCC  SSSSSSSS
                                                    EEEEEEEE  CCCCCCCC  SSSSSSSS
                                                    EE        CC        SS
      I  I   I  N     N   X    X  I  I  I  X     X  EE        CC        SS
         I     NN    N    X   X     I      X  X    EEEE      CC        SSSSSSSS
         I     N   N  N      X       I       X     EEEE      CC        SSSSSSSS
         I     N    NN    X   X     I      X  X    EE        CC              SS
      I  I   I  N     N   X    X  I  I  I  X     x  EE        CC              SS
                                                    EEEEEEEE  CCCCCCCC  SSSSSSSS
                                                    EEEEEEEE  CCCCCCCC  SSSSSSSS
```

```
ECS Authorization Number?
```

Type in **sysop** and the following displays:

```
Password?
```

Type in the password for sysop and the following displays:

```
COM/MENT! produced by Sans Souci Consulting (c)1994
Reproduction of this product is not allowed
Logging on SYSOP
```

```
        EMC SYSOP
Bulletin Board Main Menu
G    Goto EMC main menu
T    Time
U    UNIX shell
L    user List
P    Password change
A    Administration
X    exit
```

OPTION? **a**

```
            EMC SYSOP
         Administration Menu
1    Add a new user
2    Delete a user
3    Edit an existing user
4    Review a user's setup
5    Administration Reports
6    User list
7    Edit ids.txt
8    View ids.txt
R    Download Binary File
S    Upload Binary File
9    Return to Previous Menu
```

```
OPTION?
```

Type in **3** and the following displays:

```
You can locate a user by his name or his user id.
N)ame, U)ser id, or ?:
```

Type in **N** and the following displays:

```
EDS ID:
```

Type in **eds** and the following displays:

```
ECS Authorization Number?
```

Type in the **PES login ID**, for example, **1234PES**, and the following displays:

```
EDS ID:       -EDS-
ECS Authorization Number? 1234PES-
Password? jioeuh-
PATH:         -/opt/home/comment/lvl1-
User id:      -1232-
Last login:   -Sat Feb 15 12:18:44 1997
# logins:     -112-
Last Port     -term/3-
Created:      -Thu Apr 25 13:44:33 1996
Index ptr:    -0-
Locks:        -0-
------------user options---
ADMINWP=vi|CATLST=catx|CFLST=pgx2|CFWP=editor|CPASSWD=|CPU=terminal|DBADD=|DBDEL
ETE=|DBNEW=|DBWP=editor|EDIT=editor|EXEC2=bbs_init|HELPDP=(helpdp %s|pgx) <|MAIL
=|MAILWP=editor|MENUDP=catx|NEWSWP=editor|NOCASE=|PERSONAL=|PGLST=pgx|SEARCH=cgr
ep|SENDFILES=|SENDMAIL=|SENDNEWS=|SHELL=sh -i|SIGNOFF=bbs_off|SIGNOFF=echo "logg
ing off $LNAME"|STAMP=|START=g|STOREMAIL=|STORENEWS=|TREE=t1|USERS=|WATCH=watchd
og 180 1 180|WLIB=|WP=vi|mlnew=0000000001|
Enter V)itals, O)ptions, R)egister or ?:
```

Type in **V** and the following displays:

```
Do you wish to edit the name fields? [Y/N]:
```

Type in **N** and the following displays:

```
Do you wish to edit the password field? [Y/N]:
```

Type in **Y** and the following displays:

```
Password?
```

Type in the new password and the following displays:

```
Do you wish to edit the user's base path? [Y/N]:
```

Type in **N** and the following displays:

```
EDS ID:      -EDS-

ECS Authorization Number? 1234PES-

Password? inbacr-

Do you wish to continue [Y/N]?
```

Type in **Y** and the following displays:

```
Done Editing Vitals.....

You can now edit the user OPTIONS

Do you wish to continue [Y/N]?
```

Type in **N** and the following displays:

```
You can now register user into a conference or
forum

Do you wish to continue [Y/N]?
```

Type in **N** and the following displays:

```
Done registering into a conference or forum.....

EDS ID:      -EDS-

ECS Authorization Number? 1234PES-

Password? inbacr-

PATH:        -/opt/home/comment/lvl1-

User id:     -1232-

Last login:  -Sat Feb 15 12:18:44 1997

# logins:    -112-

Last Port:   -term/3-

Created:     -Thu Apr 25 13:44:33 1996
```

```
Index ptr:   -0-
Locks:        -0-
------------user options------------
ADMINWP=vi|CATLST=catx|CFLST=pgx2|CFWP=editor|CPASSWD=|CPU=terminal|DBADD=|DBDEL
ETE=|DBNEW=|DBWP=editor|EDIT=editor|EXEC2=bbs_init|HELPDP=(helpdp %s|pgx) <|MAIL
=|MAILWP=editor|MENUDP=catx|NEWSWP=editor|NOCASE=|PERSONAL=|PGLST=pgx|SEARCH=cgr
ep|SENDFILES=|SENDMAIL=|SENDNEWS=|SHELL=sh -i|SIGNOFF=bbs_off|SIGNOFF=echo "logg
ing off $LNAME"|STAMP=|START=g|STOREMAIL=|STORENEWS=|TREE=t1|USERS=|WATCH=watchd
og 180 1 180|WLIB=|WP=vi|mlnew=0000000001|
Changing a user's vitals...
You can locate a user by his name or his user id.
N)ame, U)ser id, or ?:
```

Press **Enter** and the following displays:

```
          EMC SYSOP
      Administration Menu
1    Add a new user
2    Delete a user
3    Edit an existing user
4    Review a user's setup
5    Administration Reports
6    User list
7    Edit ids.txt
8    View ids.txt
R    Download Binary File
S    Upload Binary File
9    Return to Previous Menu
```

```
OPTION?
```

Type in **9** and the following displays:

```
        EMC SYSOP
Bulletin Board Main Menu
G    Goto EMC main menu
T    Time
U    UNIX shell
L    user List
P    Password change
A    Administration
X    exit
```

```
OPTION?
```

Type in **X** and the following displays:

```
Logging off SYSOP

You have been on this system  9  minute(s) and  36  seconds

188 dsibsun5 /ecs/eops/asyn$
```

3. Change password in the NECS database found in ACT

4. To exit from dsibecs type in **exit**

Section 38: Deleting NECS/PES Users

Process Summary

This section provides the necessary steps required to completely delete NECS or Provider Electronic Solutions users from SUN5.

Additional Information

Deleting a user is also a two-step process. First, delete the user by using the sysop administration tool. Secondly, go into the */ecs/ids.txt* file and delete the line containing the sender information.

Process Steps

1. From SUN5 delete the user information on the *Com/ment Bulletin Board.*

   Type in **su comment** and the following displays:

```
Sun Microsystems Inc.       SunOS 5.3    Generic September 1993

Welcome to dsibsun5.        UNAUTHORIZED USE IS PROHIBITED.

You have new mail.

[1]  6321

W E L C O M E   T O . . .

                                                EEEEEEEE  CCCCCCCC  SSSSSSSS
                                                EEEEEEEE  CCCCCCCC  SSSSSSSS
                                                EE        CC        SS
 III   N    N   X    X  III  X     X           EE        CC        SS
  I    NN   N     X  X    I    X  X            EEEE      CC        SSSSSSSS
  I    N N  N      X      I     X              EEEE      CC        SSSSSSSS
  I    N  N N     X  X    I    X  X            EE        CC              SS
 III   N    N   X    X  III  X     X           EE        CC              SS
                                                EEEEEEEE  CCCCCCCC  SSSSSSSS
                                                EEEEEEEE  CCCCCCCC  SSSSSSSS
```

   ECS Authorization Number?

   Type in **sysop** and the following displays:

   Password?

Type in the password for sysop and the following displays:

```
COM/MENT! produced by Sans Souci Consulting (c)1994
Reproduction of this product is not allowed
Logging on SYSOP
```

```
        EMC SYSOP
Bulletin Board Main Menu
G    Goto EMC main menu
T    Time
U    UNIX shell
L    user List
P    Password change
A    Administration
X    exit
```

```
OPTION?
```

Type in **A** and the following displays:

```
          EMC SYSOP
     Administration Menu
1    Add a new user
2    Delete a user
3    Edit an existing user
4    Review a user's setup
5    Administration Reports
6    User list
7    Edit ids.txt
8    View ids.txt
R    Download Binary File
S    Upload Binary File
9    Return to Previous Menu
```

```
OPTION?
```

Type in **2** and the following displays:

```
You can delete a user by his name or his user id.
N)ame, U)ser id, or ?:
```

Type in **n** and the following displays:

```
EDS ID:
```

Type in **eds** and the following displays:

```
ECS Authorization Number?
```

Type in the **ID** of the user being deleted, for example, **NKGB1234** and the following displays:

```
EDS ID:      -EDS-

ECS Authorization Number? NKGB1234-

Password? kelly-

Do you wish to continue [Y/N]?
```

Type in **y** The following displays

```
DELETING...

Scanning for ALIAS names to remove...

N)ame, U)ser id, or ?:
```

Press **Enter**

2. Delete the sender information from */ecs/ids.txt* file. This file is broken into multiple sections based on user ID type.

```
#     senderid,group,downfile,protocol,text description
#     senderid   - required, up to 8 chars, must be unique              *
#     group      - required, filename of senders group
#     downfile   - required, filename to download during receive, can*
#                  include global characters * and ? *
#     protocol   - required, transmission protocol used by sender       *
#                  XMODEM,XMOCRC,YMODEM,ZMODEM,KERMIT,TT3780             *
#     text description   - optional *******
N153NECS,/opt/home/ecs/necs.grp,N153.*,ZMODEM, Broadway OB/GYN Center
N068NECS,/opt/home/ecs/necs.grp,N068.*,ZMODEM,20/20 Eye Physician of IN
N132NECS,/opt/home/ecs/necs.grp,N132.*,ZMODEM,Area IV Agency of Aging
N140NECS,/opt/home/ecs/necs.grp,N140.*,ZMODEM,Alternatives Counseling
N031NECS,/opt/home/ecs/necs.grp,N031.*,ZMODEM,Ambucare Clinic
```

LOG IN AS DSIBECS WHEN PERFORMING ANY OF THE INSTRUCTIONS!

a. Type in **su dsibecs** and the following displays:

```
Password:
```

Type in the appropriate password and the following displays:

```
Sun Microsystems Inc.    SunOS 5.3      Generic September 1993

Welcome to dsibsun5.     UNAUTHORIZED USE IS PROHIBITED.
```

b. Type in **cd /ecs**

c. From the /ecs directory, type in **vi ids.txt**

d. Search for the sender ID to be deleted by typing **/** followed by the **sender ID**

e. To delete, put the cursor on the first position of the sender ID and delete or press **dd** and then press **Esc Esc** to save the change to the file.

f. Save and press **Shift zz** to exit the file

g. To exit from *dsibecs* type in **Exit**

Section 39: Provider Electronic Solutions Software Mailing

Process Summary

This section provides the necessary steps required to mail the Provider Electronic Solutions software and all of the components.

Process Steps

1. Go to the **Necs.dbf** directory of ACT

After all necessary information has been loaded in ACT, prepare the envelopes using the following steps:

a. Click **View**, **Task List**

b. Click **Create A Lookup**

c. Click **File, Print**

e. Click **Labels** from the Print Out Type field

f. Choose **label1.lbl**. Print the labels for **Current Contact Lookup**

g. Label the envelope with the address label

2. Contents of the Provider Electronic Solutions software packet include the following:

a. PES System Set-Up Sheet (letter)

b. Important Information Regarding Electronic Filing or Biller Summary Information

c. User Guide For Provider Electronic Solutions

d. Software for Provider Electronic Solutions, such as CD-ROM or diskettes

Section 40: Requeueing Async/XModem Biller Summary Reports

Process Summary

This document provides the process for requeueing BSR for Async/XModem users. All backup copies of the Biller Summary reports are located in the */ecs/backups/data* directory. These backup files are generated at 8 a.m., 10 a.m., 12 p.m., 2 p.m., and 4:30 p.m.

Additional Information

BSRs are available to all providers who submit claims electronically. The BSR verifies that claims have been accepted or rejected through the front-end processing. The reports are crucial to the provider community. There are a number a reasons that a claim file can be rejected off on the front end. A list of all rejection codes is sent to each provider with the login and password information.

BSRs are automatically generated and made available for Async users immediately after claim transmission. If the provider fails to retrieve the report, the file continues to grow with each transmission. If a claim file, or a specific claim within a file is rejected off of the front-end, the claim is not processed in the Indiana*AIM* production processing cycle.

Process Steps

LOG IN AS DSIBECS WHEN PERFORMING ANY OF THE INSTRUCTIONS!

1. Obtain the sender ID, date, and the transmission time of the claim file.

2. Type in **su dsibecs** and the following displays:

   ```
   Password:
   ```

3. Type in the appropriate password and the following displays:

```
Sun Microsystems Inc.   SunOS 5.3     Generic September 1993
```

```
Welcome to dsibsun5.     UNAUTHORIZED USE IS PROHIBITED.
```

4. Type in **cd /ecs/backups/data**

5. From the */ecs/backups/data* directory, type in

   l dtls*.031* (031 is the Julian day for the date – use the appropriate Julian date) and the following displays:

```
-rw-rw-rw-    1 dsibecs   ecs   2105858 Jan 31 08:00 dtls0800.031
-rw-rw-rw-    1 dsibecs   ecs   302144 Jan 31 10:00 dtls1000.031
-rw-rw-rw-    1 dsibecs   ecs   320440 Jan 31 12:00 dtls1200.031
-rw-rw-rw-    1 dsibecs   ecs   278012 Jan 31 14:00 dtls1400.031
-rw-rw-rw-    1 dsibecs   ecs   1999607 Jan 31 16:30 dtls1630.031
```

6. Using the time that the claim file was received, determine which file to open

7. Type in **vi <filename>**

8. Search for the provider's sender ID by pressing / followed by the **sender ID.** The sender ID must be typed in using upper-case letters.

9. Go to the top of the report using the arrow keys

10. Obtain the beginning line number by pressing **Ctrl + g**. Record the beginning line number.

11. Go to the End of Report by typing **/End.**

12. Obtain the ending line number by pressing **Ctrl + g.**

13. With the file still open, use the command below. This command copies the data between the two line numbers to the /ecs/reports/asyn directory with a filename of Sender ID.dtl.

    Type in **(first line number),(second line number) w /ecs/reports/asyn/Sender ID.dtl**. For example, **:122,150 w /ecs/reports/asyn/cah1.dtl.**

14. Type in **:q!** to exit the file

15. Verify the permissions on the file using the following commands:

    a. Type in **cd /ecs/reports/asyn**

From the */ecs/reports/asyn* directory, type in **l cah1.dtl**. Use the file name of the .dtl file that is being requeued. The following displays:

```
rw-rw----    1 dsibecs   ecs    5892 Feb 18 11:15 cah1.dtl
```

b. If permissions are anything other than *-rw-rw-rw-*, the permissions on the file must be changed.

16. Type in **chmod 666 cah1.dtl**. Use the file name of the .dtl file that is being requeued.

17. View the permissions on the file by typing in **l cah1.dtl**. The following display:

```
-rw-rw-rw-   1 dsibecs    ecs    5892 Feb 18 11:15
                                  cah1.dtl.

The permissions on this file are correct.
```

16. To exit from dsibecs type in **exit**.

Section 41: Requeueing Async/UUCP Biller Summary Reports

Process Summary

This document provides the process for requeueing biller summary reports (BSR) for UUCP users. There are times when the BSR needs to be requeued for users. All backup copies of the Biller Summary reports are located in the */ecs/backups/data* directory. The backup files are generated at 8 a.m., 10 a.m., 12 p.m., 2 p.m., and 4:30 p.m.

Additional Information

BSRs are available to all providers who submit claims electronically. The BSR verifies that claims have been accepted or rejected through the front-end processing. These reports are crucial for the provider community. There are a number a reasons that a claims file can be rejected at the front end. A list of all rejection codes is included in the set-up information sent to providers.

BSRs are automatically generated and made available for UUCP users immediately after claim transmission. If the provider fails to retrieve the report, the file continues to grow with each transmission. If a claim file, or a specific claim within a file is rejected at the front-end, the claim is not processed in the Indiana*AIM* production processing cycle.

Process Steps

LOG IN AS DSIBECS WHEN PERFORMING ANY OF THE INSTRUCTIONS!

1. Obtain the sender ID, date, and time of transmission.

2. Type in **su dsibecs** The following displays

```
Password:
```

Type in the appropriate password and the following displays:

```
Sun Microsystems Inc.  SunOS 5.3  Generic September 1993
```

```
 Welcome to dsibsun5.   UNAUTHORIZED USE IS PROHIBITED.
```

3. Verify if the report currently exists. When performing this command for UUCP users it is broken into two parts. If the report exists in the lower section, it is currently waiting to be picked up. If the report only exists in the upper section, go to Step 4.

   Type in **biller x7c3**. A sample sender ID is x7c3.

```
Sender x7c3 sends his/her claims via the uucp method.   Upper Section

To view the reports use the vibiller command.

-rw-rw-rw-   1 dsibecs   ecs   586 Aug 13 14:40 x7c31419.225.dtl.z

-rw-rw-rw-   1 dsibecs   ecs   584 Aug 20 17:09 x7c31708.232.dtl.z

If there are any UUCP reports in the que, here they are   Lower Section
```

4. Obtain system name and type of protocol and write it down to use later, for example *micheye/pack*.

   Type in the sender ID, **send x7c3** and the following displays:

```
x7c3 mich5629 micheye /usr/bin/pack

Here is the data from the /etc/passwd file.

mich5629:12790:"Michiana Eye Center (Microage)":/usr/lib/uucp/uucico
```

5. If the report needed appears in the upper section, type in following command, using the appropriate sender file name and system name:

   req.rpt x7c31419.225.dtl.z micheye

6. If the report is older than ten days it does not appear in the upper or lower section when doing a biller on the sender ID. Steps 6 through 15 are the necessary procedures for BSRs older than 10 day.

   Type in **su dsibecs** and the following displays:

```
Password:

Sun Microsystems Inc.   SunOS 5.3   Generic September 1993

Welcome to dsibsun5.    UNAUTHORIZED USE IS PROHIBITED.

16023 dsibsun5 /opt/home/dsibecs$
```

7. Type in **cd /ecs/backups/data** and the following displays:

```
16024 dsibsun5 /ecs/backups/data$
```

Type in l **dtls*.031*** (Julian day of date) and the following displays:

```
-rw-rw-rw-   1 dsibecs   ecs    2105858 Jan 31 08:00 dtls0800.031
-rw-rw-rw-   1 dsibecs   ecs    302144 Jan 31 10:00 dtls1000.031
-rw-rw-rw-   1 dsibecs   ecs    320440 Jan 31 12:00 dtls1200.031
-rw-rw-rw-   1 dsibecs   ecs    278012 Jan 31 14:00 dtls1400.031
-rw-rw-rw-   1 dsibecs   ecs    1999607 Jan 31 16:30 dtls1630.031
```

8. Type in **vi <filename>.**
9. Search on the sender ID by pressing / followed by the **Sender ID**.
10. Go to the top of the report using the arrow keys.
11. Obtain the beginning line number by pressing **Ctrl + g**
12. Go to the End of Report by typing in **/End**.
13. Obtain the line number by pressing **Ctrl + g**.
14. The next command copies the data between the two line numbers to the /ecs/reports/uucp directory with a name of sender ID.dtl. With the file still open, type in **(first line #),(last line #) w /ecs/reports/uucp/x7c3.dtl**

    Pack or compress the file.

    Type in **pack x7c3.dtl or compress x7c3.dtl**

    The file will then have a (z) for packed and (Z) for compressed at the end of the file name.

15. You must now rename the file using the <Sender id><time stamp>.<julian date>.dtl.<z> or <Z> and the following displays:

```
 16609 dsibsun5 /opt/home/dsibecs$ biller x7c3
 Sender X7c3 Sends his/her claims via the uucp method.
To view the reports use the vibiller command.
-rw-rw-rw-    1 dsibecs  ecs   585 Feb 12 12:43 x7c31243.043.dtl.z
-rw-rw-rw-    1 dsibecs  ecs   455 Feb 12 13:42 x7c31342.043.dtl.z
If there are any UUCP reports in the que, here they are…
16610 dsibsun5 /ecs/reports/uucp$
```

16. The report should now appear in the upper section. Perform the following command to make the report available for pick up by the provider. This commnad will copy the report to the lower section.

```
288  dsibsun5  /ecs/reports/uucp$  req.rptx7c31243.043.dtl.z micheye
```

17. Verify that the report has been requeued, and is now available for pick up.

```
Sender x7c sends his/her claims via the uucp
method.

To view the reports use the vibiller command.

-rw-rw-rw-   1 dsibecs  ecs    585 Feb 12 12:43 x7c31111.230.dtl.z

-rw-rw-rw-   1 dsibecs  ecs    585 Feb 12 12:42 x7c31203.043.dtl.z

If there are any UUCP reports in the que, here they
are…

-rw-rw-rw-   1 dsibecs  ecs    585 Feb 12 12:43 x7c31111.230.dtl.z

16610 dsibsun5 /ecs/reports/uucp$
```

18. Exit fromdsibecs

```
38509 dsibsun5 /usr1/clmcycle/jobs$ exit
```

Section 42: Requeueing Bisync Biller Summary Reports

Process Summary

This section provides the process for requeueing BSRs for bisync users. There are times when a BSR needs to be requeued for users. All backup copies of the *Biller Summary Reports* are located in the /ecs/backups/data directory. The backup files are generated at 8 a.m., 10 a.m., 12 p.m., 2 p.m., and 4:30 p.m.

Additional Information

BSRs are available to all providers who submit claims electronically. The BSR verifies that claims have been accepted or rejected through the front-end processing. The reports are crucial for the provider community. There are a number of reasons that a claims file can be rejected at the front end. A list of all rejection codes is included in the provider set-up information.

BSRs are automatically generated and made available for bisync users immediately after claim transmission. If the provider fails to retrieve the report, the file continues to grow with each transmission. If a claim file, or a specific claim within a file, is rejected at the front-end, the claim is not processed in the Indiana*AIM* production cycle.

Process Steps

LOG IN AS DSIBECS WHEN PERFORMING ANY OF THE INSTRUCTIONS!

1. Obtain the sender ID, date, and time of transmission

2. Type in **su dsibecs** and the following displays:

```
Password:
```

Type in the appriopriate password and the following displays:

```
Sun Microsystems Inc.   SunOS 5.3     Generic September 1993

Welcome to dsibsun5.    UNAUTHORIZED USE IS PROHIBITED.
```

3. Verify the report currently exists for the user by looking in */ecs/reports/rrei* and searching on the sender ID. If a report appears for the user, the current report must be picked up before a new

report can be queued. If there is not an existing report, proceed to Step 4.

To verify that a report exists, type in **cd /ecs/reports/rrei**

From the */ecs/reports/rrei* directory, using the appropriate sender ID, type in **l 154B.dtl**

4. Determine the backup file to view by looking at the time stamp on the claim.

   Type in **cd /ecs/backups/data** and the following displays:

   ```
   16024 dsibsun5 /ecs/backups/data$
   ```

   Type in **l dtls*.031*** (031 is the Julian date. Use the Julian date on the claim file.)

   The following displays:

```
-rw-rw-rw-   1 dsibecs    ecs    2105858 Jan 31 08:00 dtls0800.031
-rw-rw-rw-   1 dsibecs    ecs    302144 Jan 31 10:00 dtls1000.031
-rw-rw-rw-   1 dsibecs    ecs    320440 Jan 31 12:00 dtls1200.031
-rw-rw-rw-   1 dsibecs    ecs    278012 Jan 31 14:00 dtls1400.031
-rw-rw-rw-   1 dsibecs    ecs    1999607 Jan 31 16:30 dtls1630.031
```

5. Type in **vi <filename>**
6. Search on the sender ID by typing **/** followed by the **Sender ID**
7. Using the arrow keys, go to the top of the report
8. Obtain the beginning line number by pressing **Ctrl + g**
9. Go to the End of Report by typing **/End**
10. Obtain the line number by pressing **Ctrl + g**
11. The following command copies the data between the two line numbers to the */ecs/reports/rrei* directory with a filename of Sender ID.dtl (Sender ID must be in uppercase letters for rrei/bisync users). With the file still open,

    Type in **(first line number), (second line number w /ecs/reports/rrei/Sender ID.dtl**. For example, **:122,150 w /ecs/reports/rrei/CAH1.dtl.**

12. To verify the permission on the file,

    Type in **cd /ecs/reports/rrei** and the following displays:

    ```
    16605 dsibsun5 /ecs/reports/rrei
    ```

    Type in **l CAH1.dtl** (CAH1.dtl is a sample file name) and the following displays:

```
-rw-rw----   1 dsibecs   ecs   5892 Feb 18 11:15 CAH1.dtl
```

    b. If the permissions are something other than *-rw-rw-rw-*, the permissions on the file must be changed.

    Type in **chmod 666 CAH1.dtl** (CAH1.dtl is a sample only) Verify that the file permissions have been changed.

    Type in **l CAH1.dtl** and the permissions appear as follows:

```
-rw-rw-rw-   1 dsibecs   ecs   5892 Feb 18 11:15 CAH1.dtl
```

13. Exit from *dsibecs* by typing **exit.**

Section 43: Requeueing NECS/PES Biller Summary Reports

Process Summary

This section provides the process for requeueing BSR for NECS/Provider Electronic Solutions users. There are times when the BSR needs to be requeued for users. All backup copies of the *Biller Summary Reports* are located in the */ecs/backups/data* directory. These backups files are generated at 8 a.m., 10 a.m., 12 p.m., 2 p.m., and 4:30 p.m.

Additional Information

BSRs are available to all providers who submit claims electronically. The BSR verifies that claims have been accepted or rejected through the front-end processing. These are crucial reports for the provider community. There are a number of reasons that a claims file can be rejected at the front end. A list of all rejection codes is included in the provider set up information.

BSRs are automatically generated and made available for NECS and Provider Electronic Solutions users immediately after claim transmission. If the provider fails to retrieve the report, the file continues to grow with each transmission. If a claim file, or a specific claim within a file, is rejected at the front-end, the claim is not processed in the Indiana*AIM* production cycle.

Process Steps

LOG IN AS DSIBECS WHEN PERFORMING ANY OF THE INSTRUCTIONS!

1. Obtain the sender ID, date, and time of transmission.
2. Type in **su dsibecs** and the following displays:

   ```
   Password:
   ```

   Type in the appropriate password and the following displays:

```
Sun Microsystems Inc.  SunOS 5.3     Generic September 1993

Welcome to dsibsun5.   UNAUTHORIZED USE IS PROHIBITED. 16023
                       dsibsun5
```

Type in **cd /ecs/backups/data** and the following displays:

```
16024 dsibsun5 /ecs/backups/data$
```

3. Type in **l dtls*.031*** (031 is the Julian date. Use the appropriate Julian date) and the following displays:

```
-rw-rw-rw-   1 dsibecs   ecs   2105858 Jan 31 08:00 dtls0800.031

-rw-rw-rw-   1 dsibecs   ecs   302144 Jan 31 10:00 dtls1000.031

-rw-rw-rw-   1 dsibecs   ecs   320440 Jan 31 12:00 dtls1200.031

-rw-rw-rw-   1 dsibecs   ecs   278012 Jan 31 14:00 dtls1400.031

-rw-rw-rw-   1 dsibecs   ecs   1999607 Jan 31 16:30 dtls1630.031
```

4. Determine the file to be opened by looking at the time stamp on the claim file. Type in **vi <filename>**
5. Search on the sender ID by typing **/** followed by the **Sender ID**
6. Go to the top of the report by using the arrow keys.
7. Obtain the beginning line number by pressing **Ctrl + g**
8. Go to the end of the report by typing **/End**
9. Obtain the line number by pressing **Ctrl + g**
10. The following command copies the data between the two line numbers to the */ecs/reports/necs* directory with a filename of Sender ID.dtl. With the file still open, perform the following command:
11. Type in <first line number>, <second line number> **w /ecs/reports/necs/Sender ID.dtl,** for example, **:122,150 w /ecs/reports/necs/N999.dtl.**
12. Type in **:q!** to exit the file
13. Verify permission on the file.

    a. Type in **cd /ecs/reports/necs** and the following displays:

```
16605 dsibsun5 /ecs/reports/necs$
```

Use the appropriate file name and type in **l N999.dtl** and the following displays:

```
-rw-rw----   1 dsibecs   ecs    5892 Feb 18 11:15 N999.dtl
```

b. If permissions of something other than *-rw-rw-rw-*, the permissions on the file need to be changed.

14. Use the appropriate file name and type in **chmod 666 N999.dtl**

    Verify that the permissions on the file have been changed.

    Type in **l N999.dtl**

    The permissions display as follows

```
-rw-rw-rw-   1 dsibecs   ecs    5892 Feb 18 11:15 N999.dtl
```

15. Exit from *dsibecs* by typing: **exit**

Section 44: Biller Summary Procedures for Cartridge/Diskette/Tape

Process Summary

The *Biller Summary Report* is generated on a nightly basis for tape, cartridge, or diskette billers. These reports are generated only for submissions that have rejections.

Additional Information

If there are rejections on the *Biller Summary Report*, the reports are mailed to the sender based on the address found in the */usr1/clmcycle/control/sndrid.*file on SUN5. If a claim file, or a specific claim within a file is rejected at the front-end, the claim is not processed in the Indiana*AIM* production cycle.

Process Steps

1. There is not a way to requeue BSR for cartridge, diskette, or tape billers. The following steps should be taken to verify the receipt of the cartridge, diskette, or tape.

2. Verify all claims were received for the specific cartridge, diskette, or tape using the following procedures:

    a. Obtain the sender ID, and the date that the tape was sent. Verify that the file was read in to SUN5.

    b. From any directory on SUN5, do a status on the sender ID by following the process below:

    Type in **status 2206**. A sample sender ID is 2206. The following displays:

```
Sender 2206, KROGER - PHARM, transmission method is t1l2

2206*: No such file or directory

Sorry, we have no backup files for sender 2206

If there is any summary data, here it is (2 weeks) . . .

01/08/97 at 04:58PM sender 304U sent 227 HCFA claims, 0 rejects,
```

```
$22060.00

02/05/97 at 05:31PM sender 255A sent 5 DRUG claims, 0 rejects,  $2206.85

01/17/97 at 11:56AM sender 118B sent 8 HCFA claims, 0 rejects,  $2206.41

16621 dsibsun5 /ecs/backups/data$
```

3. Since these reports are only generated for files that have claim rejections, there is no way to requeue the report.

Section 45: SUN5 Account Testing Procedures

Process Summary

The SUN5 Model Office testing process was established to test prospective new vendors and process test claims for the account while continuing the uninterrupted processing of regular production claims. Procedures for testing both types of claims (new vendors and the account) are basically the same. This document provides the necessary steps required to perform claim testing.

Additional Information

Account Model Office claims must be FTPd from the local A: drive on the PC to the correct input directory.

Process Steps

1. Place disk in drive A:
2. Double click **My Computer** icon
3. Go to *C:\Dynazip\ecs\ecszip.exe*
4. Click **File, Open**
5. Click **A:** drive and double click **File**
6. In the *Extract file to field*, type in **a:**
7. Double click the **FTP icon** in the Pathway group
8. Click **OK** on the Session Properties window. Highlight the appropriate filename in the *Local* box. For example, *hcfa*.fil, *ub92*.fil, *pharmacy*.fil, *dental*.fil
9. Click **Rename**
10. Rename the file based on the following naming conventions:

    <User Name><HHMM>.Julian date

    For example, mark0930.311, translates as, Mark's claim file, read in at 9:30 a.m. on October 6.

11. Click **OK**.

12. Click the **Arrow** button to move to Remote side of FTP Session. This copies the claims directly into the /ecs/test/claims/comm directory on Sun5.
13. Type in **su dsibecs** and the following displays:

    ```
    Password:
    ```

    Type in the appropriate password and the following displays:

```
Sun Microsystems Inc.  SunOS 5.3     Generic September 1993

Welcome to dsibsun5.     UNAUTHORIZED USE IS PROHIBITED.
```

14. Type in **cd /ecs/test/claims/comm** and the following displays:

    ```
    155 dsibsun5 /ecs/test/claims/comm $
    ```

15. From the */ecs/test/claims/comm* directory, type in **testem**. This command runs the claims through the testing process.

16. Exit the FTP program. Take the diskette out of the drive and place in the diskette folder located in the ECS Unit.

17. Type in **tsum** to check status of the claim file. Look for the sender ID being tested to see if the claims were accepted or rejected.

18. To see the *Biller Summary Report* of the tested claims type in **tdtl** and then press **shift G** to go to the bottom of the file. The *Biller Summary Report* can also be found by typing in **cd: /ecs/test/report/comm** and then performing a list on the sender ID. Contact the tester if claims are rejected.

19. Exit from *dsibecs* by typing in **exit**

Section 46: Assigning Testing IDs and Loading in ACT

Process Summary

This section provides the steps necessary to set up a new vendor for testing.

Additional Information

All vendors are required to go through the testing process to verify the format being sent is acceptable. The EDS Indiana*AIM* Testing Request form must be completed and returned prior to testing IDs being assigned. All vendor testing activity is maintained in the vendor database in ACT.

Process Steps

1. Open Excel and go to *L:\Systems\Ecs\Idsetup\Testid.xl*s.
2. In the corresponding fields type in the **vendor name, login ID, submission type, and claim type**.
3. Write sender ID information on the Testing Request Form.
4. After the ID numbers have been assigned load the new vendor into ACT. The database name is *Vendor.dbf*.
5. From ACT open the Vendor database.
6. Click **Contact**, and **New Contact**. A blank screen displays and the data found on the request form can be typed in.
7. Type the appropriate information in the corresponding fields.
8. After all required information has been loaded and saved, print the Personal Testing Information.
9. Click **Write** and **Other Document**.
10. Click **pti.tpl**, then **Print**.
11. Fax, mail, or e-mail the IDs to the vendor.
12. Click **Reports** and **Contact Report.**
13. Print the Contact Report and place it in the testing folder.

Section 47: Loading Test IDs in SUN5

Process Summary

This section provides the steps necessary to load test IDs in SUN5.

Additional Information

The test directory structure is the same as the production directory structure except that the */test node* follows the */ecs nod*e.

Examples of the directories are provided below:

/ecs/test/data cumulative data files
/ecs/test/data/send/prod output files
/ecs/test/asyn/backups backups of test asyn input files
/ecs/test/uucp/backups backups of test uucp input files
/ecs/test/claims/asyn input directory for asyn input files
/ecs/test/reports/asyn output directory for asyn report files

Process Steps

1. *Section 46* must be complete prior to proceeding.
2. Load the test IDs in SUN5.
   a. For Async/XModem testers, refer to *Section 15*
   b. For Async/UUCP testers, refer to *Section 19*
   c. For Bisync testers, refer to *Section 24*
   d. For cartridge, diskette, or tape testers refer to *Section 27*
3. After Step 2 has been completed, load the test sender ID in the test directory.

> *If test IDs are not put in vitester, the claims go into Production.*

LOG IN AS DSIBECS WHEN PERFORMING ANY OF THE INSTRUCTIONS!

4. Type in **su dsibecs** and the following displays:

```
Password:
```

5. Type in the appropriate password and the following displays:

```
Sun Microsystems Inc.  SunOS 5.3     Generic September 1993
Welcome to dsibsun5.   UNAUTHORIZED USE IS PROHIBITED.
```

6. Type in **vitester** and the following displays:

```
#  This is the list of current senders that are in test status. The
#  claim cycle program will not process these sender ids. Files for these
#  sender ids will go to the directory /ecs/test/backups and wait to be
#  manually processed.  The maximum # of entries for this file is 300.
t016
t025
BILE
t066
BAAL
t017
BOIL
a011
a041
BRAD
```

7. Press **shift + g** to go to the end of the file.
8. Press **o** as in orange to open a new line
9. Type the **Sender ID** being added and press **Esc Esc** to save the change
10. Save and press **Shift + zz** to exit the file.**Remember,** the **:q!** command can be used to quit without saving changes. Any changes made are not reflected until the next cycle runs at 8 a.m., 10 a.m., 12 p.m., 2 p.m., and 4:30 p.m.
11. Exit from dsibecs by typing in **exit**

Section 48: Vendor Testing

Process Summary

This section provides the process for testing vendor files.

Additional Information

The information below is a matrix of the testing process.

lwhat2test	To see what has been submitted for testing
cptest (follow prompts)	To copy files received for testing into test input directory
ltest	To see what has been copied to the test input directory and is ready for testing
rmtest.claim	To backup and remove previous versions of claim.dtl,.sum,.rpt
testem	To run the test
tsum	To view a summary of the results
tdtl	To view details of the results
errtext<error code>	To see what error a particular error code maps to

Process Steps

LOG IN AS DSIBECS WHEN PERFORMING ANY OF THE INSTRUCTIONS!

1. Type in **su dsibecs** and the following displays:

```
Password:
```

2. Type in the appropriate password and the following displays:

```
Sun Microsystems Inc.  SunOS 5.3    Generic September 1993

Welcome to dsibsun5.   UNAUTHORIZED USE IS PROHIBITED.
```

3. Place the claims in the testing directory with the following command:

   Type in **lwhat2test**. This command lists the files waiting to be tested. The following is a sample of what displays:

```
-rw-rw-rw-   1 root    other      9072 Jan 24 13:50 BOBS1350.024
```

4. In ACT verify if the claim files actually need to be tested or if the vendor is testing communication. From SUN5 perform the

following function and get the vendors name and method of submission.

5. Type in **send BOBS** (BOBS is a sample sender ID) and the following displays:

```
Sender BOBS, Test ID for Pioneer Computer Corp., transmission method is 3780prod
```

6. To choose the Vendor database in ACT, select **Lookup, Company**, and type in the **vendor name**. Check the account status field and if it reads Activated for Testing, test the file. If it indicates approved, check for notes that would indicate the vendor is retesting. If the notes indicate retesting and the vendor has not called, leave the file alone. After all the files have been checked proceed to Step 5.

7. Type in **cptest**. This command copies the test files. The following displays:

```
Here is a list of test files in /ecs/backups/test

total 18

Sender ID

-rw-rw-rw-  1 root   other   9072 Jan 24 13:50 BOBS1350.024

-n Enter 4 character sender ID of file to be moved into test
```

8. Type in **BOBS** (a sample sender ID) and the following displays:

```
There is ONLY one file to move into a test directory

-n Enter test directory to move to (i.e. asyn):
```

9. Type in **rrei**, or the appropriate method of submission, and the following displays:

```
mv /ecs/backups/test/BOBS1350.024 /ecs/test/claims/rrei/BOBS1350.024

-n Above is the command, is it correct: <y/n>
```

10. Type in **y** and the following displays:

```
 Here is the file in /ecs/test/claims/rrei

 total 18

 -rw-rw-rw-     1 root      other      9072 Jan 24 13:50 BOBS1350.024

 -n Do you want to move some more files : <y/n>
```

11. Type in **n** if there are no more files to be tested or **y** if there are more files to be tested

12. Clear out any previously used data files. This is an optional step and does not affect the processing of the claim.

13. Type in **rmtest.claim** and the following displays:

```
claim.* (dtl,sum,rpt) have been backed up and ready to test again
```

14. To run the test cycle, type in **ltest** and the following displays:

```
total 0

necs:

total 0

rrei:

total 18

-rw-rw-rw-   1 root    other   9072 Jan 24 13:50 BOBS1350.024

t1l1:

total 0

t1l2:

total 0
```

15. To execute the test processing program, type in **testem** and the following displays:

```
Processing ECS claims . . .

Processing File:

/opt/home/ecs/test/claims/comm/BOBS1350.024

Processing Batch:    HCFA_BATCH_80

Processing Time:    2 seconds

Processing Total:   2 seconds

Formatting ECS report . . .

Processing Total:   0 seconds
```

16. The command *tsum* provides a summary of the results of the claim processing. Type in **tsum** and the following diplays:

```
Indiana Title XIX                  Run Date: 01/24/95
Electronic Claims Submission       Run Time: 04:16 PM
Submissions Summary Report         Page:      1
```

Send Id	Date	Time	Submit Type	Clm Type	Total Record	Total Claims	Billed Amount	Claims Accept	Claims Reject
BOBS	01/24/95	01:50PM	RREI	HCFA	112	5	$0.00	0	5

```
                          **** End of Report ****
```

17. After viewing the front-end processing, type in **:q!** to exit the file.

18. The command *tdtl* gives a detailed explanation of any claims that were rejected on the front end. Type in **tdtl** and the following displays:

```
Indiana Title XIX                          Run Date: 01/24/95
Electronic Claims Submission               Run Time: 04:16 PM
            Biller Summary Report                Page:      1
 (BOBS)
Submission Time: 01:50 PM              01/24/95
                       Submission Type: RREI         HCFA
Provider Number: 100222430A  Provider Level Errors:            902  000  000
Received
           Claims:                 0    Billed Amount: $               0.00
Rejected:
           Claims:                    5
```

Recipient	PCN	DOS	Control No.	Bill Amt.	Error Codes
QUINN, N	100388805299	102394-102394		000004300	902 000 000
RHOAD, T	101183774599	111494-111494		000008100	902 000 000
ROBIN, R	100407876099	092794-092794		000005500	902 000 000
TRIMM, S	100489574299	102394-102394		000002100	902 000 000
WROBE, V	100541050999	110794-110794		000008100	902 000 000

```
ERRORS NOT SPECIFIC TO A SINGLE CLAIM:

         Sender Level:    000   000   000

         Trailer Level:   000   000   000

Total records:                      112

Total Claims Received:               10

Total Amount Billed:      $        0.00

Total Claims Accepted:                0

Total Claims Rejected:               10
```

19. After viewing the *Biller Summary Report*, type in **:q!** to exit the file.

20. If there are no error codes and all claims are accepted, or if the error codes are legimate, go to Step 21.

21. If the only error code on the file is a *902, Provider number not on file*, look at the provider number on the report, and verify the number is nine numeric characters followed by an alpha character for location. If the provider number looks correct, edit the test file using a valid provider number found in Model Office.

22. Get the provider number from the test file, log into Indiana*AIM*, production, and circle **Provider, Maintenance**. Type in the **Provider Number** and press **Search**. When the provider name appears, click **Select**. Highlight the correct service location and click **Select Service Location**. Another window appears on the left side of the screen with a box labeled Provider Type. Write down the provider type and the specialty of the provider.

23. From the SUN5 */usr1/test* directory, view the *ven_prov_type.jsm* file. Using the steps listed below, open the file and search for the provider type and specialty just obtained in Indiana*AIM*. When the same type and specialty are located, pick a provider number. Once a provider number has been identified, exit out of the file by typing **:q!**.

24. Type in **cd /usr1/test**. From the *usr1/test* directory, type in **l ven*** and the following displays:

```
-rw-rw----  1 dsibecs   ecs   467165 Aug  7 09:11  ven_prov_type.jsm
```

Type in: **`vi ven_prov_type.jsm`** The following displays:

```
100268470                                   A 01 010

100268280                                   A 01 010

100268230                                   A 01 010

100268110                                   A 01 010

100264840                                   A 01 010

100264320                                   A 01 010

100273500                                   A 01 010

100273320                                   A 01 011

100273300                                   A 01 010
```

Search for the desired provider type and specialty by typing in / followed by the provider type and specialty, for examaple **/01 011**

Write down the provider number needed and type in **:q!** to exit the file.

Log into Model and verify that the chosen provider number is still in Model. If it is not, select a different provider number with the desired provider type and speciality from the *ven_prov_type.jsm* file.

25. To edit the vendor's test file, type in **cd /ecs/test/backups/rrei** using the appropriate method of submission, and the following displays:

```
/ecs/test/backups/rrei
```

26. From the */ecs/test/backups/rrei* directory, type in: **l BOBS*** and the following displays:

```
-rw-rw-rw-   1 dsibecs         ecs   608 Feb 13   1997    BOBS1111.044
```

27. Type in **vi BOBS1111.044.** With the file open, type the following command:

    Type in **%s/100000990/100264320/g**, the provider numbers here are examples. This command changes all the provider numbers currently in the test file to the provider number obtained in Step 11.

28. Press **Shift + zz** to save the file.

29. Now move the file back in to be tested.

Type in **mv BOBS1111.044 /ecs/test/claims/rrei**

30. Now retest the file. Go to Step 15, and test again.

31. Put the *Biller Summary Report* out for the vendor to pick up.

    Type in **cd /ecs/test/reports/rrei** and the following displays:

    ```
    25613 dsibsun5 /ecs/test/reports/rrei$
    ```

    From the */ecs/test/reports/rrei* directory, type in **l BOBS***, a sample sender ID. The following displays:

```
-rw-rw-rw-   1 dsibecs          ecs   1841 Aug 7   09:05   BOBS.dtl
```

32. Type in **vi BOBS.dtl**. If more that one Biller Summary

Rreport exists, go to Step 22 and look at the submission date to verify.

33. Type in **cp BOBS.dtl /ecs/reports/asyn/BOBS.dtl**

34. Type in **cd /ecs/reports/rrei** and the following displays:

    ```
    25617 dsibsun5 /ecs/reports/rrei$
    ```

35. Type in **l BOBS.dtl** and the following displays:

```
-rw-rw-rw-   1 dsibecs          ecs   1841 Aug 7   09:46   BOBS.dtl
```

36. Type in **chmod 666 BOBS.dtl**. This command changes the permissions on the file.

37. This step walks through editing the *Biller Summary Report* for vendor pickup. Go to the end of the report by typing **shift + g .** Go to the previous sender record by typing **?BOBS**, a sample sender ID. Go to the top of the report by using the arrow keys. Put the cursor on the ^L. Obtain the line numbers by pressing **Ctrl + g**. The bottom of the screen displays the line numbers for that report.

    Write down the numbers and type **:q!:** to exit the file.

38. Type in **(first line number),(last line number) w /ecs/reports/rrei/BOBS.dtl**

    Type in **cd /ecs/reports/rrei** and the following displays:

    ```
    25617 dsibsun5 /ecs/reports/rrei$
    ```

    Type in **l BOBS.dtl** and the following displays:

```
-rw-rw-rw-   1 dsibecs          ecs   1841 Aug 7   09:46   BOBS.dtl
```

Type in **chmod 666 BOBS.dtl.** The *Biller Summary Report* is now ready for the vendor to pick up.

39. Type in **exit** to exit from dsibecs.
40. After testing is complete refer to *Section 49.*

Section 49: Loading Test Results into ACT

Process Summary

This section provides the steps required to load the test results in ACT. *Section 48* must have been completed previously.

Additional Information

The ACT database is a tool used by the ECS support group for tracking vendor activities.

Process Steps

1. Open the Vendor database found in ACT
2. Click **Lookup, Company**, and type in the **company name** of the record to be updated.
3. Click the **Notes/History** tab at the bottom of the screen.
4. Click the **Insert** tab and type in notes about the test file. For example:

   Front-end passed or front-end failed with errors. List the errors.

   Testing on back-end passed or failed. List errors.
5. To print the Contact Report click **Reports, Contact Reports**.
6. Attach the report, or replace the existing Contact Reports, and file.
7. Call the vendor and provide the results of the test.
8. Refer to *Section 50* for information on test claims in Model Office.

Section 50: Verifying Test Claims in Model Office

Process Summary

This section provides the process to verify test claims in Model Office.

Additional Information

It is not necessary for all claims to pay through the processing cycle. The purpose of running the test claims through the *Model Office cycle*, is to verify all fields for validity.

Process Steps

1. Open the vendor database in ACT.
2. Click **Lookup** and **Company**. Type the **company name**. This brings up contact information for the selected company.
3. Go to **Notes/History** and view previous notes from testing.
4. From SUN5, cd to the directory that contains the particular test file, for example, ecs/test/backups/asyn. Using *vi editor*, open the file, and write down the provider number.
5. Login to Model Office
6. Select **Claims** and **Inquiry**
7. Type the provider number in the provider number field and press **Search.** The search can be narrowed down by adding the recipient number and date of service.
8. Look for claims with the Julian date that matches the date the file was submitted to Model Office.
9. Check the status of the claims.
10. After checking the status of a few claims go back to the vendor database in ACT. Call the vendor and provide the testing results.
11. From the vendor database in ACT under **Notes/History**, type in any **notes** from testing results.
12. Continue this process until all test claims have been checked in Model Office.

Section 51: Activating Providers for Electronic Remittance Advice

Process Summary

This section provides the process for setting up a provider to receive an electronic remittance advice file. **This procedure must be performed by an individual with Indiana*AIM* update capabilities**.

Additional Information

This procedure is no longer performed by the ECS group. The procedure must be performed by a user with Indiana*AIM* update capabilities, for example, an individual in the Provider Enrollment Unit.

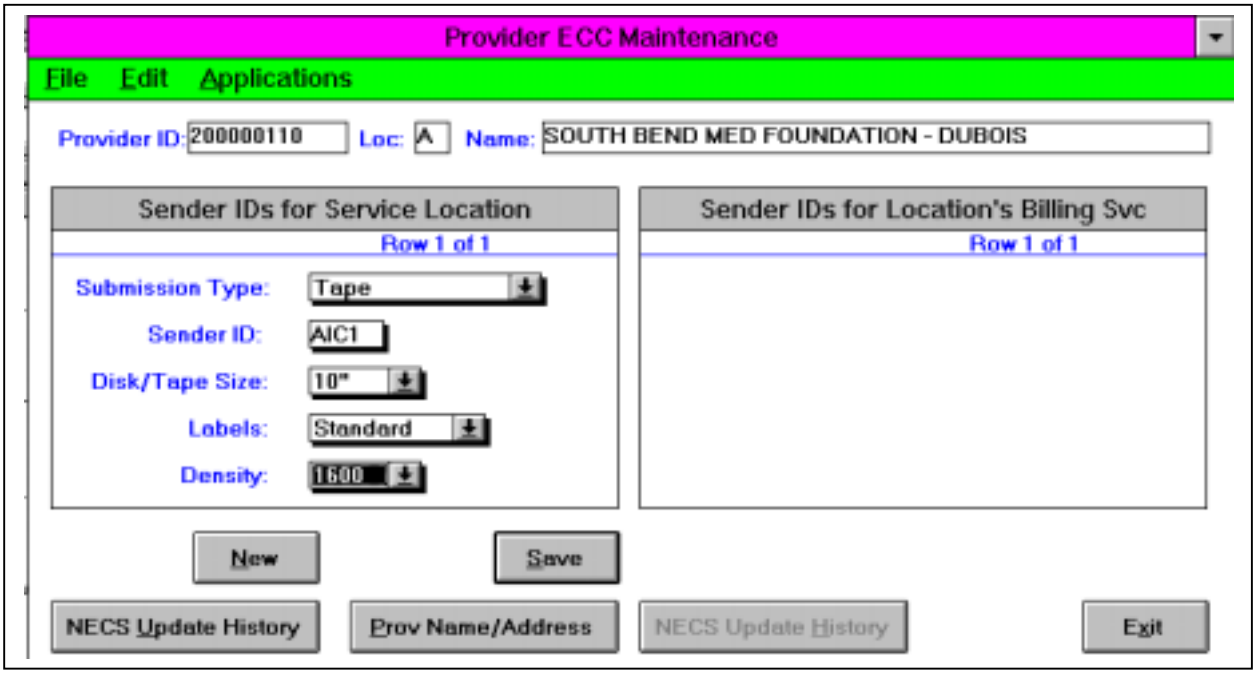
Providers that submit claims electronically have the ability to receive electronic remittance advice reports. Providers must supply EDS with a list of all provider numbers to be activated along with the appropriate sender ID number.

Process Steps

1. Obtain the list of provider numbers and the corresponding sender ID from the provider.
2. Update the provider file in Indiana*AIM*
3. In Indiana*AIM*, select **Provider, Maintenance**
4. Type in the **Provider Number** and click **Search.**
5. Select the **Provider** and the appropriate **Provider Service Location**.
6. With the provider service location window open, click the **Auto RA date** field.
7. Type in the **current date** and click **Save**.
8. Click, **Options, ECC MAINT**. A new window displays. Refer to the sample below. Click **New** and type in the **data** in the corresponding window. For all fields, except the Sender ID field, use the arrow on the right of the box to select different claims types. All tape billers are set up exactly the same except for the

Sender ID field. For Async, UUCP, or Bisync users, use only the Submission Type and the Sender ID fields.

9. After all the data has been typed in, click **Save**. and then **Exit**. The provider has now been set up to receive *Electronic Remittance Advice* reports.



Section 52: Fee for Service Weekly Remittance Advice Process

Process Summary

This is the process for transferring weekly electronic RA files from SUN2 to SUN5 so that electronic billers can dial in and pick them up. **This procedure is performed every Monday morning or the first business day of the week.**

Additional Information

Files are on SUN2 in the directory *$PRODDIR/tmpops* and have an *xmit* prefix. Files are grouped according to submission type, such as ASYN, BSYN, UUCP, and RA type, such as rxra-pharmacy or pira-professional/institutional. Once the files are moved to SUN5, they must be run through a program that splits them by sender ID and media type such as ASYN, rrei, or UUCP.

Process Steps

LOG IN AS DSIBECS WHEN PERFORMING ANY OF THE INSTRUCTIONS!

1. These files must be FTP'd to SUN5

   Type in **su dsibecs** and the following displays:

   ```
   Password:
   ```

   Type in the appropriate password and the following displays:

```
Sun Microsystems Inc.  SunOS 5.3                Generic September
                                                1993

Welcome to dsibsun5.   UNAUTHORIZED USE IS PROHIBITED.

155 dsibsun5 /$
```

   Type in **cd /ecs/eops/masters** and the following displays:

   ```
   32091 dsibsun5 /ecs/eops/masters$
   ```

   Type in **ftp dsibsun2** and the following displays:

```
Connected to dsibsun2.

220 dsibsun2 FTP server (UNIX(r) System V Release 4.0) ready.
```

```
Name (dsibsun2:babbikg)
```

Press **Enter** and the following displays:

```
331 Password required for alexacp.

Password:
```

Type in the **appropriate password** and the following displays:

```
230 User alexacp logged in.

ftp>
```

Type in **cd /export/customer/dsib/prod/tmpops** and the following displays:

```
250 CWD command successful.

ftp>
```

Type in **prompt** and the following displays:

```
Interactive mode off.

ftp>
```

Type in **mget xmit*** and the following displays:

```
200 PORT command successful.

150 ASCII data connection for xmit.asynpira.dat (199.42.137.69,41317) (4642434 bytes).

226 ASCII Transfer complete.

local: xmit.asynpira.dat remote: xmit.asynpira.dat

4699748 bytes received in 31 seconds (1.5e+02 Kbytes/s)

200 PORT command successful.

150 ASCII data connection for xmit.asynrxra.dat (199.42.137.69,41320) (1194864 bytes).

226 ASCII Transfer complete.

local: xmit.asynrxra.dat remote: xmit.asynrxra.dat

1199390 bytes received in 7.4 seconds (1.6e+02 Kbytes/s)

200 PORT command successful.

150 ASCII data connection for xmit.bsynpira.dat (199.42.137.69,41323) (3527631 bytes).

226 ASCII Transfer complete.
```

```
local: xmit.bsynpira.dat remote: xmit.bsynpira.dat
3571182 bytes received in 15 seconds (2.3e+02 Kbytes/s)
200 PORT command successful.
150 ASCII data connection for xmit.bsynrxra.dat (199.42.137.69,41325) (1377972 bytes).
226 ASCII Transfer complete.
local: xmit.bsynrxra.dat remote: xmit.bsynrxra.dat
1394984 bytes received in 9.6 seconds (1.4e+02 Kbytes/s)
200 PORT command successful.
150 ASCII data connection for xmit.uucppira.dat (199.42.137.69,41327) (257904 bytes).
226 ASCII Transfer complete.
local: xmit.uucppira.dat remote: xmit.uucppira.dat
261088 bytes received in 2 seconds (1.2e+02 Kbytes/s)
200 PORT command successful.
150 ASCII data connection for xmit.uucprxra.dat (199.42.137.69,41329) (261624 bytes).
226 ASCII Transfer complete.
local: xmit.uucprxra.dat remote: xmit.uucprxra.dat
262615 bytes received in 3.5 seconds (74 Kbytes/s)
ftp>
```

Type in **bye**

2. From the */ecs/eops/masters* directory do a list on **.dat*. This command lists all files with an extension of *.dat*. There should be six files. The following is a sample of what displays:

```
32093 dsibsun5 /ecs/eops/masters$ l *.dat
-rw-rw----  1 dsibecs    ecs     4642434   Mar 25  08:47   xmit.asynpira.dat
-rw-rw----  1 dsibecs    ecs     1194864   Mar 25  08:47   xmit.asynrxra.dat
-rw-rw----  1 dsibecs    ecs     3527631   Mar 25  08:47   xmit.bsynpira.dat
-rw-rw----   1 dsibecs   ecs     1377972   Mar 25  08:47   xmit.bsynrxra.dat
-rw-rw----   1 dsibecs   ecs     257904    Mar 25  08:47   xmit.uucppira.dat
```

```
-rw-rw----   1 dsibecs   ecs     261624    Mar 25  08:48   xmit.uucprxra.dat
```

3. Run the *rasplit* program on each file to divide them by sender id. The syntax for the *rasplit* command is:

```
/usr1/clmcycle/ubin/rasplit -m<filename>
```

There is not a space between -m and filename.

4. Run the rasplit program on the three *rxra* files.

   Type in **/usr1/clmcycle/ubin/rasplit -mxmit.asynrxra.dat** and the following displays:

   ```
   RASPLIT Version 1.00 10/01/94

   RASPLIT Processing Complete
   ```

5. Type in **/usr1/clmcycle/ubin/rasplit -mxmit.bsynrxra.dat** and the following displays:

   ```
   RASPLIT Version 1.00 10/01/94

   RASPLIT Processing Complete
   ```

6. Type in **/usr1/clmcycle/ubin/rasplit -mxmit.uucprxra.dat** and the following displays:

   ```
   RASPLIT Version 1.00 10/01/94

   RASPLIT Processing Complete
   ```

7. Rename the backup file in the */ecs/eops/masters* directory using the year and the Julian date (96086) and RA type and then compress the file. The naming convention of the new file is:

   <submission type>.YYJJJ.<RA type>

   Note JJJ=Julian date which is always a Tuesday

8. Type in **mv asyn.96086 asyn.96086.rxra**. This is a sample date. The date is different each week.

   Type in **mv rrei.96086 rrei.96086.rxra**

   Type in **mv uucp.96086 uucp.96086.rxra**

   Type in **compress *.rxra**

9. Run the rasplit program on the remaining pira files and repeat the renaming and compressing processes. Only three files should remain.

   Type in **l *.dat** and the following displays:

```
-rw-rw----   1 dsibecs   ecs      1194864   Mar 25   08:47   xmit.asynpira.dat
-rw-rw----   1 dsibecs   ecs      1377972   Mar 25   08:47   xmit.bsynpira.dat
-rw-rw----   1 dsibecs   ecs      261624    Mar 25   08:48   xmit.uucppira.dat
```

   Type in **/usr1/clmcycle/ubin/rasplit -mxmit.asynpira.dat** and the following displays:

```
RASPLIT Version 1.00 10/01/94

RASPLIT Processing Complete
```

   Type in **/usr1/clmcycle/ubin/rasplit -mxmit.bsynpira.dat** and the following displays:

```
RASPLIT Version 1.00 10/01/94

RASPLIT Processing Complete
```

   Type in **/usr1/clmcycle/ubin/rasplit -mxmit.uucppira.dat** and the following displays:

```
RASPLIT Version 1.00 10/01/94

RASPLIT Processing Complete
```

10. Rename the backup file in the */ecs/eops/masters* directory using the year, the Julian date (96086), and RA type and compress the file. The naming convention of the new file is:

    <submission type>.YYJJJ.<RA type>

    Type in **mv asyn.96086 asyn.96086.pira**, a sample date. The date is different each week.

    Type in **mv rrei.96086 rrei.96086.pira**

    Type in **mv uucp.96086 uucp.96086.pira**

    Type in **compress *.pira**

11. Change the name of the *rrei* files to show capital letters within the file names.

Type in **cd ../rrei** and the following displays:

```
32115 dsibsun5 /ecs/eops/rrei$
```

Type in **l** and the following is an example of the display:

```
total 2794
-rw-rw-rw-    1 dsibecs      ecs     197235     Feb 17    07:48 131b.eop
-rw-rw-rw-    1 dsibecs      ecs     159246     Feb 17    07:48 133b.eop
-rw-rw-rw-    1 dsibecs      ecs     289251     Feb 17    07:48 160b.eop
-rw-rw-rw-    1 dsibecs      ecs     28026      Feb 17    07:48 b018.eop
-rw-rw-rw-    1 dsibecs      ecs     702675     Feb 17    07:48 b041.eop
-rw-rw-rw-    1 dsibecs      ecs     702675     Feb 17    07:48 x933.eop
drwxrwx---    2 dsibecs      ecs     512        May 9     1996 backup
```

Type in **mv 131b.eop 131B.eop**

Type in **mv 133b.eop 133B.eop**

Type in **mv 160b.eop 160B.eop**

Type in **mv b018.eop B018.eop**

Type in **mv b041.eop B041.eop**

Type in **mv x933.eop X933.eop**

12. Spool the RA files for the UUCP users.

    Type in **cd ../uucp** and the following displays:

    ```
    32115 dsibsun5 /ecs/eops/uucp$
    ```

    Type in **l** and the following is an example of the display:

```
total 602
-rw-rw-rw-    1 dsibecs    ecs    3568       Feb 17     07:49 064u.eop
-rw-rw-rw-    1 dsibecs    ecs    5430       Aug 25     09:55 223u.eop
-rw-rw-rw-    1 dsibecs    ecs    273917     Feb 17     07:50 297u.eop
-rw-rw-rw-    1 dsibecs    ecs    4487       Feb 17     07:49 304u.eop
-rw-rw-rw-    1 dsibecs    ecs    115621     Aug 25     09:55 a36f.eop
```

```
-rw-rw-rw-    1 dsibecs    ecs    11912       Feb 17     07:49 a39a.eop
-rw-rw-rw-    1 dsibecs    ecs    4487        Feb 17     07:49 x7i5.eop
```

13. Compress or pack each file depending on the individual sender set up. See information at the bottom of the page for the submission information. If the information for a specific sender ID is not listed, perform a *send* on the sender ID from SUN5.

    Type in **compress 297u.eop**

    Type in **compress 304u.eop**

    Type in **pack *.eop**

    Type in **l** and the following is an example of the display:

```
total 602
-rw-rw-rw-    1 dsibecs    ecs    3568        Feb 17     07:49 064u.eop.z
-rw-rw-rw-    1 dsibecs    ecs    5430        Aug 25     09:55 223u.eop.z
-rw-rw-rw-    1 dsibecs    ecs    273917      Feb 17     07:50 297u.eop.Z
-rw-rw-rw-    1 dsibecs    ecs    4487        Feb 17     07:49 304u.eop.Z
-rw-rw-rw-    1 dsibecs    ecs    115621      Aug 25     09:55 a36f.eop.z
-rw-rw-rw-    1 dsibecs    ecs    11912       Feb 17     07:49 a39a.eop.z
-rw-rw-rw-    1 dsibecs    ecs    4487        Feb 17     07:49 x7i5.eop.z
```

Below is the information needed to queue an RA file. The data is layed out as follows:

<sender ID> <login ID> <machine name> <compression method>

064u infa0002 **cmhr01** /usr/bin/**pack**

066u fami5812 **smi0863** /usr/bin/**pack**

108u lake1497 **smi1198**/usr/bin/**pack**

223u park2207 **parkvie** /usr/bin/**pack**

297u ncsh2532 **ncs** /usr/bin/**compress**

304u admi2578 **ecs3b21** /usr/bin/**compress**

a36f edis4250 **smi0042** /usr/bin/**pack**

a39a acut5397 **ac14370** /usr/bin/**pack**

x7i5 iuey5163 **iu08130** /usr/bin/**pack**

130u memo1661 **smi1230** /usr/bin/**pack**

14. Perform the following command for all UUCP users:

    Type in **/usr/bin/uucp -r -c <ra file name.z> <systemname>!/usr/spool/uucppublic/eds/ecs/eops/<sender id>.<julian date>.z or .Z** (The Julian date format is YYJJJ and is always Tuesday)

15. Repeat this command for all UUCP users.

16. To exit from dsibecs type in **exit**.

Section 53: Shadow Claims Weekly Remittance Process

Process Summary

This section contains the steps necessary for transferring weekly electronic shadow claims RA files from SUN2 to SUN5 so that MCOs can dial in and pick them up. **This procedure is performed every Monday morning or the first business day of the week.**

Additional Information

The shadow claims process also creates electronic RAs for participating MCOs. The same naming convention is used by both the fee-for-service and shadow claim RA processes. If shadow claim RA data is created, it is overwritten by the FFS data. Generational copies are kept on SUN2 in the */export/customer/dsib/prod/data/xmit* directory.

Process Steps

LOG IN AS DSIBECS WHEN PERFORMING ANY OF THE INSTRUCTIONS!

1. Type in **su dsibecs**
2. Type in the appropriate password.
3. Type in **telnet dsibsun2** and the following displays:

```
UNIX(r) System V Release 4.0 (dsibsun2)

login:

Password:
```

Type in the appropriate password and the following displays:

```
1 dsibsun2 /$
```

Type in **cd $PRODDIR/data/xmit** and the following displays:

```
15 [dsibsun2:dsibprod]
```

Type in **l -t asyn*.*|more**. The following is an example of the display:

```
total 55576
```

```
-rw-rw-r--  1 dsibprod dsibsep  5198580  Nov  3  04:08  asynpira.dat.0137
-rw-rw-r--  1 dsibprod dsibsep  368808   Nov  3  04:04  asynrxra.dat.0140
-rw-rw-r--  1 dsibprod dsibsep  5167881  Nov  2  10:32  asynpira.dat.0136
-rw-rw-r--  1 dsibprod dsibsep  625      Nov  2  10:31  asynrxra.dat.0139
```

After the first list of files appears press **Ctrl + c** to cancel. Write down file names that were given for the shadow claims, and type **exit**.

In this example, files were created on both November 3, and November 2. The shadow claim file is created first, then the FFS. The November 2, files are the shadow claim files; therefore, it is necessary to FTP both of these files from the /data/xmit directory to the /ecs/eops/masters directory. The procedures are similar to those outlined in *Section 52*.

1. To exit from SUN2 type in **bye**

2. FTP the files.

   Type in **cd /ecs/eops/masters** and the following displays:

   ```
   40905 dsibsun5 /ecs/eops/masters$
   ```

   Type in **ftp dsibsun2** and the following displays:

```
Connected to dsibsun2.
220 dsibsun2 FTP server (UNIX(r) System V Release 4.0) ready.
Name (dsibsun2:alexacp): alexacp
331 Password required for alexacp
Password:
```

Type in the appropriate password and the following displays:

```
230 User alexacp logged in.
ftp>
```

Type in **cd /export/customer/dsib/prod/data/xmit** and the following displays:

```
250 CWD command successful.
ftp>
```

Type in **get asynpira.dat.0136**, using the current file name, and the following displays:

```
200 PORT command successful.
150 ASCII data connection for asynpira.dat.0136 (199.42.137.69,41263) (5167881 b
ytes).
226 ASCII Transfer complete.
local: asynpira.dat.0136 remote: asynpira.dat.0136
5231682 bytes received in 16 seconds (3.2e+02 Kbytes/s)
ftp>
```

Type in **get asynrxra.dat.0139**, using current file name, and the following displays:

```
200 PORT command successful.
150 ASCII data connection for asynrxra.dat.0139 (199.42.137.69,41265) (4488 byte s)
226 ASCII Transfer complete.
local: asynrxra.dat.0139 remote: asynrxra.dat.0139
4505 bytes received in 0.2 seconds (23 Kbytes/s)
ftp>
```

Type in **bye** and the following displays:

```
221 Goodbye.
```

1. Run the *rasplit* program on the first file.
2. If the file is compressed, uncompress the file at this time.

> *Note: File names used in this example are a sample only. File names are different every week.*

Type in **l -t |more** and the following displays:

```
total 97644
-rw-rw----    1 dsibecs   ecs      4488      Nov   5   14:43 asynrxra.dat.0139
-rw-rw----    1 dsibecs   ecs      5167881   Nov   5   14:43 asynpira.dat.0136
```

Type in **/usr1/clmcycle/ubin/rasplit -masynrxra.dat.0139** and the following displays:

```
RASPLIT Version 1.00 10/01/94

RASPLIT Processing Complete
```

Change to the */ecs/eops/asyn* directory and rename the newly created files with a .EOP extension. This prevents the overlay of these files if the same sender ID is present in both the rxra and pira files.

Type in **cd ../asyn** and the following displays:

```
40927 dsibsun5 /ecs/eops/asyn$
```

Type in **l -t|more** and the following displays:

```
40928 dsibsun5 /ecs/eops/asyn$
```

Type in **l (shadow claim sender id)** and the following displays:

```
total 5160
-rw-rw-rw-   1 dsibecs         ecs    1078    Nov    5    15:23 154x.eop
-rw-rw-rw-   1 dsibecs         ecs    1617    Nov    5    15:23 155x.eop
```

Type in **mv 154x.eop 154x.EOP**

Type in **mv 155x.eop 155x.EOP**

Type in **cd ../masters**

Type in **l -t|more** and the following displays:

```
total 97644
-rw-rw----    1 dsibecs     ecs   4488      Nov   5   14:43 asyn.96310
-rw-rw----    1 dsibecs     ecs   5167881   Nov   5   14:43 asynpira.dat.0136
```

Rename the backup file in the */ecs/eops/masters* directory using the Julian date, RA type, and shadow indicator and compress the file. The naming convention of the new file is <submission type>.YYJJJ.<RA type>.shad

Type in **mv asyn.96310 asyn.96310.rxra.shad**

Type in **compress asyn.96310.rxra.shad**

Run the *rasplit* program on the second file.

From the */ecs/eops/masters* directory, type in **l -t |more** and the following displays:

```
total 97644
-rw-rw----    1 dsibecs     ecs    4488      Nov    5   14:43 asynrxra.dat.0139
-rw-rw----    1 dsibecs     ecs    5167881   Nov    5   14:43 asynpira.dat.0136
```

Type in **/usr1/clmcycle/ubin/rasplit -masynpira.dat.0136** and the following displays:

```
RASPLIT Version 1.00  10/01/94

RASPLIT Processing Complete
```

Type in **cd ../asyn** and the following displays:

```
40937 dsibsun5 /ecs/eops/asyn$
```

Type in **l -t|more** and the following displays:

```
total 15304
-rw-rw-rw-    1 dsibecs     ecs    2345679   Nov    5   15:25 155x.eop
-rw-rw-rw-    1 dsibecs     ecs    2822040   Nov    5   15:25 154x.eop
-rw-rw-rw-    1 dsibecs     ecs    1617      Nov    5   15:23 155x.EOP
-rw-rw-rw-    1 dsibecs     ecs    1078      Nov    5   15:23 154x.EOP
```

3. Concatenate the *.EOP* and *.eop* files for like sender IDs together and remove the *.EOP* files.

   Type in **cat 155x.EOP >> 155x.eop**

   Type in **cat 154x.EOP >> 154x.eop**

   Type in **l -t|more** and the following displays:

```
total 15304
-rw-rw-rw-    1 dsibecs     ecs    2823118  Nov    5   15:26 154x.eop
-rw-rw-rw-    1 dsibecs     ecs    2347296  Nov    5   15:25 155x.eop
-rw-rw-rw-    1 dsibecs     ecs    1617     Nov    5   15:23 155x.EOP
-rw-rw-rw-    1 dsibecs     ecs    1078     Nov    5   15:23 154x.EOP
```

   Type in **rm *.EOP** and the following displays:

```
rm: remove 154x.EOP (y/n)?
```

   Type in **y** and the following displays:

```
rm: remove 155x.EOP (y/n)?
```

Type in **y** and the following displays:

```
40941 dsibsun5 /ecs/eops/asyn$
```

Type in **cd /ecs/eops/masters** and the following displays:

```
40943 dsibsun5 /ecs/eops/masters$
```

Type in **l -t|more** and the following displays:

```
total 97636
-rw-rw----  1 dsibecs   ecs    625       Nov   5   14:43 asyn.96310.rxra.shad.Z
-rw-rw----  1 dsibecs   ecs    5167881   Nov   5   14:43 asyn.96310
```

4. Rename the backup file and compress it.

   Type in **mv asyn.96310 asyn.96310.pira.shad**

   Type in **compress asyn.96310.pira.shad**

5. Exit from *dsibecs* by typing in **exit**

Section 54: Writing RA Data to Tape

Process Summary

This process enables an operator to create an IBM standard label and write an electronic RA file from the *c:\eop\tape* directory on the DOS PC in Operations to round reel magnetic tape. **This process is performed by the Operations Unit.**

Additional Information

These instructions also include the procedure for backing up the weekly RA files.

Process Steps

1. Change to the *\eop\tape* directory on the *C:* drive on the DOS PC in the Operations Unit.

   cd \eop\tape

2. Insert 10-inch tape in the tape drive and press the **On-line** button. Be sure the tape is not write-protected. Make note of the volser number on the tape.

3. Type **Label** at the *c:\eop\tape* prompt to execute the Label program.

4. The first screen contains three options: (A)ANSI, (I)IBM, or (Q)Quit. Select **(I)IBM**. Selecting IBM automatically takes the user to Screen 2.

5. Screen 2 displays four fields to be completed: Volume ID, Owner ID, Tape Reel Size, and Tape Density. These fields must be completed as follows:

Volume ID	The number on the external label affixed to the tape
Owner ID	Leave blank
Tape Reel Size	10
Tape Density*	1600

**Note: Sender ID AIC1 is the exception. ALL AIC1 tapes must be created as 6250 bpi.*

Press **N** to proceed to the next screen or Screen 3.

6. Screen 3 contains the following fields: File Name on Disk, Dataset Identifier, Creation Date, Expiration Date, Dataset Security, and System Code. The fields should be filled in as follows:

   File Name on Disk *\eop\tape\sssstype.jjj*

   where ssss = sender id, type =ra type (pira - professional/institutional, rxra = pharmacy) Once *A* is seleced to choose the file name, a file manager look screen or Screen 4, displays choose the RA file to write. Use the arrow keys to move to the desired file and press the space bar to select it. A check mark appears next to the selected file. Tab to the **OK** button and press **Enter**.

Dataset Identifier	Leave as populated
Creation Date	Current date in YYJJJ format
Expiration Date	Leave blank
Dataset Security	Leave as 0
System Code	Leave blank

   Press **N** to proceed to the next screen or Screen 5.

7. Screen 5 contains four fields: Block Length, Record Length, Job Step ID, and Control Characters. Depending on the RA type, the fields should be completed as follows:

*Professional/Institutional (pira)	Block Length = 800 Record Length = 80 Job Step ID (leave blank) Control Characters (leave blank)
Pharmacy (rxra)	Block Length = 2640 Record Length = 264 Job Step ID (leave blank) Control Characters (leave blank)

> **Note: The exception to this rule is sender ID AIC1. ALL AIC1 pira tapes should be written with a blocksize of 8000 and a record length of 80.*

   Press **n** to proceed to the next screen or Screen 6.

8. Ensure the Translate DATA to EBCDIC and Remove CRLF Delimiters are set to **YES** on Screen 6. Press **w** to write the tape. Once the tape has been successfully written, the message, *Tape Processing Complete* echos to the screen. Simply click <Exit.>

9. Repeat these steps for each tape in the *\eop\tape* directory.

10. Once complete, move all RA files from the *\eop\tape* directory to the *\eop\tape\bkupeop* directory. Make sure there are no residual files left from the previous week. If necessary delete the RA files in the *\eop\tape\bkupeop* directory before moving files for the current week. Verify that the files have been backed up before deleting.

    c:\eop\tape\> **move * bkupeop** <enter>

11. Type '**ecsmenu**' at any DOS prompt. This brings up a menu. Press **F3** for the Backup Menu. Select **F1** for the Backup Tape EOPs. The user is prompted to verify that the weekly tape for RAs is being backed up. Insert a backup tape in the tape drive and press **On-line**.

12. Enter **Y** in response to the prompt to begin the backup. When the backup is complete, the tape is rewound and the screen returns to the main menu.

Section 55: Writing RA Data to 3480 Cartridge

Process Summary

This section outlines the procedures for creating 3480 cartridges for electronic billers who receive their remittance advice (RA) electronically. This process is performed by the Operations Unit.

Additional Information

Weekly RA data is always written to SUN2, */export/customer/dsib/prod/tmpops*. The file name is **tape.<*sender id*><*claim type*>ra.dat** where *sender id* is the 4-digit identifier, and *claim type* is either rx for pharmacy or pi for professional/institutional. An example would be tape.1322rxra.dat. This is a pharmacy RA file for sender 1322 (Revco). Change the filename when actually creating the cartridge.

The 3480 tape drive is always accessed from SUN3, so the first step involves an FTP of the appropriate file from SUN2 to SUN3. Following are the procedures for copying the proper file to SUN 3, creating the IBM header, and copying the data file to 3480 cartridge. These instructions assume that the user has already logged on to SUN3.

Process Steps

1. First FTP the file from SUN2 to SUN3.

   Type in **ftp dsibsun2** and the following displays:

```
Connected to dsibsun2.

220 dsibsun2 FTP server (UNIX(r) System V Release 4.0) ready.

Name (dsibsun2:babbikg):babbikg

331 Password required for babbikg.

Password:

230 User babbikg logged in.

ftp> cd /export/customer/dsib/prod/tmpops
```

```
250 CWD command successful.

ftp> get tape.1322rxra.dat

200 PORT command successful.

150 ASCII data connection for tape.1322rxra.dat
(199.42.137.69,41317) (4642434 bytes).

226 ASCII Transfer complete.

local: tape.1322rxra.dat remote: tape.1322rxra.dat

4699748 bytes received in 31 seconds (1.5e+02 Kbytes/s)

200 PORT command successful.

ftp> bye
```

2. The tape can now be created. Note the volser number on the tape and load it into the 3480 tape drive. Be sure to note which remote drive is being used, 5 or 6.

   The ibmtape program is used to create the tape. To see the complete use of this program, just type **ibmtape**, and the following displays:

```
Usage: ibmtape [-i infile] -o outfile -d destination [-l lrecl]
          [-a block atribute] [-b blocksize] [-c comment]
          [-f config file] [-h header creation]
          [-j jobstep ID] [-r record format] [-R tape report]
          [-s dataset sequence] [-v verbose] [-x conversion type]
          [-V "volser list"]
          where -a is B, S, R, or '<space>' (R is default)
                 -r is F or V (F is default)
                 -x is ibm or ebcdic
                 -V is a comma-separated list of volume serial
                 numbers
                 (enclosed in quotes).
```

   The only variables to deal with are as follows:

```
-b  blocksize    (2640 for rxra and 800 for pira)

-d  destination  (5mn for remote 5 and 6mn for remote 6)

-i  input file   (tape.<sender id><claim type>.dat)

-l  lrcl         (264 for rxra and 80 for pira)

-o  output file  (<sender id><claim type>.JJJ)  The JJJ should
                 be the Julian date of the Tuesday checkwrite.
```

3. The following sequence shows creating a pharmacy RA cartridge for sender 1322 for the week of 3/26.

   Type in **ibmtape -b 2640 -d /dev/rmt/6mn -h -i ./tape.1322rxra.dat -l 264 -o 1322RXRA.332 -r F -v -x ebcdic**

```
$LOGSDIR not defined -- using current directory as default...

The tape report is: ./tape.report.11301359

Insert Tape. Press Enter When Ready:

Enter VOLSER: J08145

Command line parameters:

   Input file: ./tape.1322rxra.dat

   Output destination: /dev/rmt/6mn

   Output filename: [1322RXRA.086] [1322RXRA.086     ]

   Block size: 2640

   Record length: 264

   Comment:

   Jobname:

   Block Attribute:

   Verbose: TRUE

   Header: TRUE

   Sequence number: 1

   Conversion Type: ebcdic
```

```
System date is:   [ 96086]
VOL1:  [VOL1J08145
HDR1:  [HDR11322RXRA.086  J08145000100010000  9533400000000000IBM OS/VS 370
HDR2:  [HDR2F026400026400TAPE-JOB/TAPESTEP    R
10486080 bytes written.
12237192 bytes written.
After writing data segment...
EOF1:  [EOF11322RXRA.086  J08145000100010000  9533400000000004636IBM OS/VS 370
EOF2:  [EOF2F026400026400TAPE-JOB/TAPESTEP    R
 [dsibsun3]
```

4. Type in **mt -f /dev/rmt/6 rewoffl** to rewind and unload the cartridge.

Section 56: Restoring Electronic Remittance Advices

Process Summary

The following procedures are for restoring electronic RAs. The steps are broken down by submission type.

Additional Information

Electronic RAs are stored in the */ecs/eops/masters* directory. Nine generations are kept for each submission type and each format. The generations are dated with the Monday before the RA date, and have a Julian date of the Tuesday financial cycle. There are multiple users within each file.

> *Note: In this work instruction there is a different procedure for each method of submission.*

Process Steps

LOG IN AS DSIBECS WHEN PERFORMING ANY OF THE INSTRUCTIONS!

1. Asynchronous Transmission

   Type in **su dsibecs** and the following displays:

   ```
   Password:
   ```

   Type in the appropriate password.

   Type in **cd /ecs/eops/masters**

   Type in **l -t asyn*.*|more**

   Type in **uncompress <filename.Z>** using the file name of the RA file containing the appropriate sender information.

   Type in **vi <filename>** and the RA file displays.

   To display the appropriate sender information, type **/** followed by the **sender id**

Press **Ctrl + g**, and the first line number of the senders file displays.

Press **/<->** , takes user to the beginning of the next users file.

Press **k**, takes user to the last line of the previous users file.

Press **Ctrl + g**, gives the last line number of the senders file.

Type in :**<first line number>,<last line number> w /ecs/eops/asyn/(sender id.eop)** to copy the data between the two line numbers and write them to the */ecs/eops/asyn* directory. A new file is created with the sender id.eop as the file name.

Type in **:q!** to exit the file.

Type in **cd /ecs/eops/asyn** and the following displays:

```
333 dsibsun5 /home/alexacp$
```

Type in **l** <filename>.

Type in **chmod 666** <filename> to change the permission to allow the users to call in and pick up the file.

Exit from *dsibecs* by typing **exit**.

LOG IN AS DSIBECS WHEN PERFORMING ANY OF THE INSTRUCTIONS!

2. Bisynchronous Transmission

Type in **su dsibecs** and the following displays:

```
password:
```

Type in the appropriate password and the following displays:

```
333 dsibsun5 /home/alexacp$
```

Type in **cd /ecs/eops/masters**

Type in **l -t rrei*.*|more**

Type in **uncompress <filename.Z>** Use the file name of the RA file containing the appropriate sender information.

Type in **vi <filename>**

To display the appropriate sender information, type **/** followed by the **sender ID**

Press **Ctrl + g**, the first line number of the senders file is displayed

Press **/<->**, takes user to the beginning of the next user's file.

Press **k**, takes user to the last line of the previous user's file.

Press **ctrl g**, provides the last line number of the sender's file.

Type in :**<first line number>,<last line number> w /ecs/eops/rrei/(sender id.eop)** to copy the data between the two line numbers and write them to the */ecs/eops/rrei* directory. This creates a new file with the sender id.eop as the file name.

Type in :**q!** to exit the file

Type in **cd /ecs/eops/rrei** and the following displays:

```
:333 dsibsun5 /home/alexacp$
```

Type in **l** (filename)

Type in **chmod 666 (filename)** to change the permission to allow the users to call in and pick up the file

Exit from *dsibecs* by typing **exit**.

LOG IN AS DSIBECS WHEN PERFORMING ANY OF THE INSTRUCTIONS!

3. UUCP Transmission

Type in **su dsibecs** and the following displays:

```
Password:
```

Type in the appropriate password.

Type in **cd /ecs/eops/masters**

Type in **l -t uucp*.*|more**

Type in **uncompress <filename.Z>** Use the file name of the RA file containing the appropriate sender information.

Type in **vi <filename>** The RA file displays.

To display the appropriate sender information, type / followed by the **Sender ID**

Press **Ctrl + g**, provides the first line number of the sender's file.

Press /<->, takes user to the beginning of the next user's file.

Press **k**, takes user to the last line of the previous user's file.

Press **ctrl g**, gives the last line number of the sender's file.

Type in **:<first line number>,<last line number> w /ecs/eops/uucp/(sender id.eop)** (this copies the data between the two line numbers and writes them to the */ecs/eops/uucp* directory, and creates a new file with the sender id.eop as the file name.

Type in **:q!** to exit the file

Type in **cd /ecs/eops/uucp** and the following displays:

```
333 dsibsun5 /home/alexacp$
```

Type in **l <filename>**

Type in **chmod 666 <filename>** to change the permission to allow the users to call in and pick up the file.

Type in **send <sender id>** to determine if the sender ID is set up as packed or compressed.

If packed, type in **pack <filename>**

If compressed, type in **compress <filename>**

The following displays:

```
do you wish to overwrite y or n?
```

```
Type in: y
```

Type in **/usr/bin/uucp -r -c <ra file name.z> <systemname>!/usr/spool/uucppublic/eds/ecs/eops/<sender id>.<julian date>.z or .Z**. This command takes the current file and spools it to the UUCP users directory for pickup.

Exit from *dsibecs* by typing **exit**

Section 57: Monday Morning Procedures

Process Summary

This section supplies the list of all procedures that must be performed on Monday mornings.

Additional Information

These procedures are vital to the provider community. All of these procedures have been referenced in previous work instructions. Therefore only the work instruction number is provided.

Process Steps

1. Provider Stub File Process, *Section 10*
2. Fee for Service Claims Electronic Remittance Advice, *Section 52*
3. Shadow Claims Electronic Remittance Advice, *Section 53*

Section 58: Restoring ECS Data Files

Process Summary

The Operations Unit staff performs this procedure. Contact OPS with the sender ID and date (as close as possible). For RA (known as EOP) restores, supply the RA date (Tuesday RA date). This procedure enables the operator to locate a file that has been backed up on tape during the nightly backup process, mount the tape where the file resides, and restore the file to its original location.

Additional Information

Claim files are available on Sun5 for 10 days. Backup files are compressed and available for 20 days. Any files over the time frames must be restored to Sun5 from backup tapes. RA (known as EOP) 9-track tape files are available for two weeks on Sun5. Sun2 may have four to six weeks of RA files. All others must be restored to Sun5 from backup tapes.

Process Steps

1. From a Sun5 session su to *dsibecs*, then set the display.

   Su dsibecs

   export DISPLAY=dsibsun5:0

2. Start the *Network Recover* in the background

   nwrecover -s dsibsun0_fddi &

   If a strange message is received about the display, try to type **xhost +** at the $ on the console.

3. Change client to sun5_fddi

   Click **Client** from the **Change** drop-down menu. Click the **Update client List** button. Click **dsibsun5_fddi** and click **OK**.

4. Set the appropriate browse time.

Click **Browse Time** from the **Change** drop-down menu. A calendar displays. Select a **date** from the calendar that best represents when the file may have come in and click **OK**.

5. Select the file or files to be restored.
   A directory tree displays with / as the first branch. Continue to click on each file folder (🗀) at the branch level to get to the directory to be restored, for example, */opt/home/ecs/backups/asyn*. This list of files available for the browse time selected is displayed. Click **both** the box (❑) and **file** (🗎) symbols to the left of the file(s) to berestored.

   9-track RA files are in */opt/home/ecs/eops/tapes*

   ECS RA files are in */opt/home/ecs/ops/masters*

   Claim files are in */opt/home/ecs/backups/* such ASYN, UUCP, and BISYN

6. Determine the tape volume where the files are located.

   With the applicable files selected, click **Volumes** from the **View** drop-down menu. This allows the generation of the tape from which the files to be restored are located. Note the generation number such as ECS_Backup.006, and click the **Close** button. The tape must now be loaded and mounted.

7. Mount the tape from which files are to be restored.

   Pop the current tape out of the tape drive on SUN0. Locate the volume identified in the previous step, and place the tape in the tape drive. Wait for the green light. Return to the workstation and telnet to SUN0. **(telnet dsibsun0)** Login as **dsiboper**. Set the display as instructed in Step 1 **(export DISPLAY=dsibsun5:0)**. Start *Networker* in the background.

   Type in **networker &**

   The Networker application displays. Click the **Mount** button from the top of the screen, and watch for the message to appear saying the tape has been mounted.

8. Restore the file or files.

   Switch back to the *Network Recover* session, and click the **Go** button, (it looks like a stoplight). Answer **yes** to the question about being prompted if a conflict occurs and click **OK**. A dialog box appears that shows the estimated disk space required for the

recovery as well as the status. Files can always be recovered to the original location. Once complete, click **Cancel** to close the dialog box.

9. To exit the *Network Recover* application, click **Exit** from the **File** drop-down menu. To exit from the SUN0 session type **exit** at the prompt.

> ****Very Important****
>
> *Remount current backup tape and close Networker application. Eject the backup volume from the tape drive on SUN0. Place the current volume back in the tape drive and wait for the green light. From the workstation, again select Mount from the top of the screen and wait for the message saying the tape is mounted. Select Exit from the File drop-down menu. Exit from the root session by typing 'exit' at the prompt.*

Section 59: Checking Status of a Claim File

Process Summary

This section provides the steps for verifying the status of a claim file.

Additional Information

Status of a claim file is a function that is used daily in the ECS Department. This command verifies a claim file was received, as well as, the front-end editing results. The Sender (submitter) ID number is necessary when using this command. If the sender ID number is not known, refer to one of the following work instructions. If the sender ID is already known, proceed to the process steps.

To obtain a sender ID number using a provider name, see *Section 60*

To obtain a sender ID number with a login ID, see *Section 61*

To obtain a sender ID using a provider number, see *Section 62*

Process Steps

This function can be performed from any directory located on SUN5

Type in **status 026x** (026x is a sample sender ID). The following displays:

```
026x gene2183 3 none

Here is the data from the /etc/passwd file.

gene2183:14180:General Surgeons Inc. (3/9/95 Bradford Scott):/usr/claims/mlinksh

Backup claim files

The data files we have on backup in /ecs/backups/asyn

-rwxrwxrwx  1 dsibecs   ecs          2569     Aug  1    10:51   026x1051.213.Z

-rwxrwxrwx  1 dsibecs   ecs          1543     Jul  25   10:57   026x1057.206.Z

-rwxrwxrwx  1 gene2183  senders      9568     Aug  8    11:25   026x1125.220

If there is any summary data, here it is (2 weeks) . . . Results of claim file

06/27/97 at 11:11AM sender 026X sent 1 HCFA claims, 0 rejects,  $1400.00
```

```
06/27/97 at 11:11AM sender 026X sent 3 HCFA claims, 0 rejects,  $245.00
06/27/97 at 11:11AM sender 026X sent 1 HCFA claims, 0 rejects,  $50.00
06/27/97 at 11:11AM sender 026X sent 1 HCFA claims, 0 rejects,  $250.00
07/25/97 at 10:57AM sender 026X sent 1 HCFA claims, 0 rejects,  $75.00
07/25/97 at 10:57AM sender 026X sent 2 HCFA claims, 0 rejects,  $90.00
07/25/97 at 10:57AM sender 026X sent 2 HCFA claims, 0 rejects,  $515.00
08/01/97 at 10:51AM sender 026X sent 5 HCFA claims, 0 rejects,  $420.00
```

This display indicates the number of claims accepted and the number of claims rejected.

If there are claims indicated in the rejected column, the provider must refer to the *Biller Summary Report* for the rejection codes.

Section 60: Obtaining a Sender ID From a Provider/Company Name

Process Summary

This section provides the steps necessary to obtain a sender ID when given a provider name or company name.

Additional Information

The most common reason to use this command is to obtain a sender ID or login ID for a provider. Another reason is to try to verify that a provider number has been assigned to a specific vendor.

Process Steps

1. This function can be performed from any directory located on SUN5. The example given below illustrates the search for a sender ID for David W. Smith. Using the name given, perform the following steps.

   Type in **sender smith** and the following displays:

```
crom2187:x:14199:101:Smith, Greenwood, Cromer (03/11/95 Bradford Scott):/usr3/cr

om2187:/usr/claims/mlinksh

smit2616:x:14780:101:David W. Smith MD (PBSi 7/24/96):/usr3/smit2616:/usr/claims

/mlinksh

nase2662:x:14829:101:Naser, Pinkerton & Smith (Systems Management 9/11/96):/usr2

/nase2662:/usr/lib/uucp/uucico

halt2864:x:15079:101:Halter-Smith (AMBPac
6/18/97):/usr3/halt2864:/usr/claims/mlinksh
```

2. Once the list appears, locate the desired name in the list and get the login ID from the far left side. Using the login ID, perform the following steps to get the sender ID.

Type in **sender smit2616** and the following displays:

```
365x smit2616 1 none

smit2616:x:14780:101:David W. Smith MD (PBSi 7/24/96):/usr3/smit2616:/usr/claims

/mlinksh

227 dsibsun5 /home/alexacp$
```

3. The sender ID appears on the far left and side. Once the sender ID has been obtained refer to *Section 59* for documentation on performing a status.
4. If the directory prompt appears immediately and no data is given, there is no match found for that name.

Section 61: Obtaining a Sender ID Number With a Login ID

Process Summary

This section provides the steps necessary to obtain a sender ID when given a login ID.

Additional Information

The most common reason to use this command is to obtain a sender ID for a provider.

Process Steps

1. This function can be performed from any directory located on SUN5. The example given below illustrates a search for a sender ID using a login ID. Using the login ID perform the following steps.

   Type in **sender smit2616** and the following displays:

```
365x smit2616 1 none

smit2616:x:14780:101:David W. Smith MD (PBSi 7/24/96):/usr3/smit2616:/usr/claims

/mlinksh

227 dsibsun5 /home/alexacp$
```

2. The sender ID appears on the far left side. Once the sender ID has been obtained refer to *Section 59* for documentation on performing a status.

3. If the directory prompt appears immediately and no data is given, there is no match found for that login ID.

Section 62: Obtaining a Sender ID Using a Provider Number

Process Summary

This section provides the steps necessary to obtain a sender ID using an IHCP Provider Number.

Additional Information

The most common reason for using this command is to obtain a sender ID for a provider. Another reason for using this command is to verify on what claim file the specific provider number was received.

Process Steps

1. This function must be performed from the */ecs/backups/data* directory located on SUN5. The example given below illustrates searching for provider number 100257090. Using the provider number given use the steps below.

LOG IN AS DSIBECS WHEN PERFORMING ANY OF THE INSTRUCTIONS!

2. Type in **su dsibecs** and the following displays:

```
Password:
```

Type the appropriate password and the following displays:

```
Sun Microsystems Inc.   SunOS 5.3           Generic September 1993
Welcome to dsibsun5.    UNAUTHORIZED USE IS PROHIBITED.
155 dsibsun5 /$
```

Type in **cd /ecs/backups/data**

From the */ecs/backups/data* directory, type in **uncompress rpts*.***

3. Type in **grep 100257090 rpts*.*|more** and the following displays:

```
rpts1000.211:P100257090A000000020000000920000000002000000000000000000
rpts1000.224:P100257090A000000020000001570000000002000000000000000000
```

Type in **vi rpts1000.224** and the following displays:

```
S523X

0938081297ASYNHCFA000000000

P100116100A0000000300000152900000000030000000000000000

T523X      00000023000000030000015290000000003000000000000000

S365X

0938081297ASYNHCFA000000000

P100257090A0000000200000015700000000200000000000000000

T365X

00000036000000020000001570000000020000000000000000

S365X

0938081297ASYNHCFA000000000

00000028000000020000001150000000020000000000000000

S190A

0940081297UUCPHCFA000000000

P100280200A000001480000119945000000148000000000000000
```

3. With the file open, search on the provider number in question. To search in UNIX, make sure the file is open, and press the **/** key. Type in the **Provider Number**, and press **Enter**. This searches through the open file until it finds the provider number. If the remark *Pattern Not Found* appears, the provider number given was not located in the open file.

   If the provider number is found, type the following command to determine the sender ID:

   Type in **?^S**

   This command searches backwards in the file for an *S* in the first position. The *S* indicates the sender record, which is where the sender ID is found.

4. Once the sender ID has been obtained, refer to *Section 59* for documentation about performing a status, or *Section 63* for documentation about viewing a claim file.

5. Press **:q!** to exit the file

6. Exit from *dsibecs* by typing **exit**

Section 63: View Claim File for Specific Sender ID

Process Summary

This section provides the steps necessary to view a claim file for a specific sender ID.

Additional Information

To view a claim file, the sender ID must be obtained. Refer to one of the following work instructions to obtain a sender ID.

To obtain a sender ID number using a provider name, see *Section 60*

To obtain a sender ID number with a login ID, see *Section 61*

To obtain a sender ID using a provider number, see *Section 62*

Once the sender ID has been obtained proceed to the steps below.

Process Steps

1. From any directory on SUN5, determine the method of submission using the following procedures:

   Type in **send 365x** and the following displays:

```
365x smit2616 1 none

Here is the data from the /etc/passwd file.

smit2616:14780:David W. Smith MD (PBSi 7/24/96):/usr/claims/mlinksh

272 dsibsun5 /home/alexacp$
```

   Key things to look for are listed below:

Async	mlinksh
UUCP	uucico
NECS/PES	transmission method is NECS or PES
Bisync	transmission method is 3780prod

2. Once the method of submission has been determined, go to that directory on SUN5. For example to go to the *asyn* directory, type in **cd /ecs/backups/asyn** and the following displays:

```
276 dsibsun5 /ecs/backups/asyn$
```

Type in **l 365x*.***, 365x is a sample sender ID

The following example displays a list of claim files that have been received:

```
-rwxrwxrwx   1 dsibecs   ecs       2492   Jul 23     08:42 365x0842.204.Z
-rwxrwxrwx   1 dsibecs   ecs       1662   Jul 30     08:53 365x0853.211.Z
-rwxrwxrwx   1 dsibecs   ecs       2789   Jul 24     08:59 365x0859.205.Z
-rwxrwxrwx   1 smit2616  senders   26892  Aug 12     09:38 365x0938.224
```

Type in **vi 365x0938.224**

3. With the file open, determine the claim type, and refer to the appropriate file layouts in *the ECC Batch Claim Submission Technical Reference Manual*.

Index